

STANDARD OPERATING PROCEDURES

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Startup, Shutdown and Maintenance Plan

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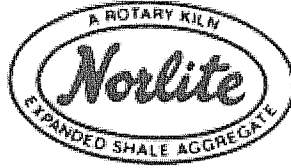


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NORLITE CORPORATION

Policy Number: SSMP 1-01

Effective Date: 9/03

STANDARD OPERATING PROCEDURE (SOP'S): DEVELOPMENT OF SOP'S

I. PURPOSE

To provide an effective way for developing and implementing Standard Operating Procedures (SOP's) for Norlite Corporation's plant operations and systems.

II. SCOPE

All Norlite Corporation Employees and Contractors.

III. RESONSIBILITIES

- A. The plant manager is responsible for approving all SOP's.
- B. The department managers and supervisors are responsible for developing and implementing the SOP's.
- C. Employees are responsible for following the SOP's.

III. PROCEDURES

GENERAL

SOP's are used as a means of communicating a written standard for each specific job function for any system or operation. SOP's should be developed in a way that effectively offers the employees a compliant, productive and safe means of operation.

The development of SOP's should be done in the following manner:

1. Identify the task or job function that needs to be performed.
2. Select responsible individual(s) to prepare the SOP.
3. Gather input from managers, supervisors and field personnel that will be involved in performing the task.
4. Analyze task for environmental, operational and safety issues.
5. Prepare a list of criteria from start to finish that must be followed to complete task.
6. Organize criteria and comments into concise steps that will accomplish task.
7. Review criteria and receive additional comments from personnel.
8. Prepare SOP as a SOP document. (see Attachment A as example of SOP layout)
9. Submit SOP for approval to next level of management.
10. After approval, incorporate SOP into operating manuals and train effected employees.



NORLITE CORPORATON
Policy Number: SSMP 1-02
Effective Date: 9/03
Revision Dates:

DOCUMENT CONTROL LOG (DCL)
DOCUMENT CONTROL FILE (DCF)

I. PURPOSE

A system to track and manage data associated with projects, periodicals, permits and library reports.

II. SCOPE

All Norlite Corporation employees.

III. RESONSIBILITIES

All persons filing and/or retrieving data from the DCL and DCF.

PROCEDURES

1. Determine whether you have a Project, Periodical, Permit, or a Library Report.
 - a. A **Project** is a task that involves an exchange of information, which has an expected conclusion date (end date). Project numbers will begin with 2000 and continue in sequence.
 - b. A **Periodical** is an on going exchange of information, such as quarterly reports, manifest inquiries, or annual reports. Periodicals will be numbered in the 1000 series.
 - c. A **Permit** is a written warrant or license granted by one having authority which includes information such as permit application, renewals, and modifications. Permit numbers will begin with 3000 and continue in sequence.
 - d. A **Library Report** is a bound report. Library reports will be labeled as a volume and will begin with 100 and continue in sequence.
2. When submitting documents for either a project, periodical, or a permit DCL Number, you must provide the following information:
 - a. Project Title
 - b. Whether the information is in-coming, out-going or internal.
 - c. Initiation date
 - d. Point of Contact (POC) individual
 - e. Any notes or comments
3. When adding bound reports to the library for a Volume Number, you must Provide the following information:

- a. Report Title
- b. Whether report is in-coming, out-going, or internal
- c. Date of report
- d. Point of Contact (POC) individual
- e. Notes or comments

Projects:

1. Acquire a Project Number from the Compliance Administrative Assistant and **remit all original documents** to be filed in the DCF.
2. All documents such as letters, telephone logs, faxes, electronic mail and reports will have a Document ID. As documents are received and generated, they will promptly be remitted to the DCF, and working copies are to be made as necessary. Telephone logs can be obtained from the DCL or electronically from the Compliance Administrative Assistant.
3. The Document ID will consist of the Project Number followed by a letter in alphabetical sequence (i.e. 2000a, 2000b). **The Document ID Number must be clearly marked on the corresponding document**

Periodicals:

1. Acquire a Periodical Number from the Compliance Administrative Assistant.
2. Each completed report (i.e. monthly, quarterly, yearly) will receive a Document ID Number.
3. The Document ID will consist of the Periodical Number followed by a letter in alphabetical sequence (i.e. 1000a, 1000b). **The Document ID must be clearly marked on the corresponding document.**
4. In the event additional information regarding a periodical is requested, the Point of Contact (POC) individual will need to determine:
 - a. To include the supporting documentation with the existing periodical, and issue a Document ID - OR -
 - b. To create a new project by issuing a new Project Number.

Permits:

1. Acquire a Permit Number from the Compliance Administrative Assistant and **remit all original Permit documents** to be filed in the Permit Document file,
2. All official documents will have a Document ID. As documents are received and generated, they will promptly be remitted to the document file, and working copies are to be made as necessary.
3. The Document ID will consist of the Permit Number followed by a letter in alphabetical sequence (i.e. 3000a, 3000b). **The Document ID Number must be clearly marked on the corresponding document.**

Library:

1. Acquire a volume Number from the Compliance Administrative Assistant and **remit all original reports** to be added to the "Bookshelf."
2. The Bound Report ID will consist of the Volume Number followed by a Copy Number (i.e. 100 copy: 1 of 2, 100 copy: 2 of 2). The Report will be documented in the Library section of the DCL book for easy reference.

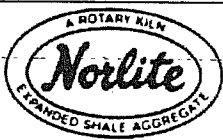
File Management:

1. The DCL, along with the active projects, permits, and appropriate periodicals, will be stored in the file cabinet labeled "Document Control File" in the Compliance Department and maintained by the Compliance Administrative Assistant.
2. All active projects will be filed in the DCF cabinet. Once a project is concluded the Point of Contact (POC) individual will determine whether the project will remain on site for one year (1yr), three years (3yr) or life of facility (LOF).
3. Periodicals that are ongoing will be the responsibility of the Point of Contact (POC) individual, unless other wise stated. It will be the POC individual's responsibility to update the DCL and the Document ID Summary.
4. Original Permits will be filed in the Permit Document Control File cabinet.
5. Projects/ periodicals can be stored as one year (1yr), three year (3yr), or life of facility (LOF).
 - a. One Year (1yr): **Projects:** will be stored in the Compliance Department. **Periodicals:** will be stored either with the POC individual or in the Compliance Department. See DCL for location of file.
 - b. Three Years (3yr) or Life of Facility (LOF): **Projects/ Periodicals:** may be stored in the Compliance Department or in the on-site Compliance storage trailer. **Periodicals** may also be with the POC individual. See DCL for location of all Files.
 - i. It is up to the discretion of the POC individual to determine whether the projects/ periodicals will be stored in the Compliance storage trailer. When files are stored in the Compliance storage trailer they will be stored in File Safe boxes with File Safe storage tracking numbers on them. The Front Desk Receptionist will issue File Safe tracking numbers.
6. **Projects/ Periodicals** requiring off site storage will be boxed in File Safe boxes and given a File Safe storage tracking number. The Front Desk Receptionist will issue File Safe tracking numbers.
 - a. Off-Site: All off-site storage will be held at File Safe Record Management, 12 Arrowhead Lane, Cohoes, NY 12047. All tracking numbers will be clearly

Policy Number: SSMP 1-02

DOCUMENT CONTROL LOG (DCL)
DOCUMENT CONTROL FILE (DCF)

indicated in the DCL as well as on the File Safe "Norlite Data Storage Inventory" log located at the Front Desk Receptionist.



NORLITE CORPORATON

Policy Number: XXXXX

Effective Date: XXXX

SOP TITLE

I. PURPOSE

Provide summary identifying the objective of the SOP.

II. SCOPE

Provide area or employees that are to be affected.

III. RESONSIBILITIES

List responsible personnel or departments. May be more than one.

III. PROCEDURES

Provide list of criteria (in order of completion) to be followed for performing particular task.



NORLITE CORPORATION
Policy Number: SSMP 1-03
Effective Date: 9/03

MACT REGULATORY CONTACT AND REPORTING

I. PURPOSE

Provide a basis for the MACT regulatory reporting requirements and whom to report to.

II. SCOPE

LWAK and APC

III. RESONSIBILITIES

Operations and Environmental Management Staff

IV. PROCEDURES

Regulatory Reporting Requirments

1. **Semi-Annual SSM Reports**- sent to the regulatory agencies and includes the following:
 - events that did not follow the SSMP
 - excessive exceedance reports
 - summary report of all times of startup, shutdown or malfunction
2. **Excessive Exceedance Reports**-report is filed with agencies if there are 10 or more exceedances in a 60-day period.
 - Must submit written report of the 10 exceedances within 5 days of the 10th exceedance.
3. **Immediate SSMP Reports**-report must be filed if actions taken during an SSM event are not consistent with SSMP or written SOP's.
 - Must verbally notify the agency within 2 days of event and must follow up with letter with in 7 days.
 - Must update SSMP and/or SOP's that have been deviated from or not been established within 45 days of deviation.

Who to report to: make report to both agencies listed below.

NYSDEC
Attn: Parag Amin
Central Office
625 Broadway
Albany, NY 12233
Tel: (518) 402-8609

USEPA
Attn: Kenneth Eng
Air Compliance Branch-Region 2
290 Broadway
New York, NY 10007-1866
Tel: (212) 637-4069



NORLITE CORPORATON
Policy Number: SSMP 2-01
Effective Date: 9/03

KILN STARTUP PROCEDURE-COLD

I. PURPOSE

Provide a compliant, efficient and safe means of startup for the Lightweight Aggregate Kilns (LWAK) and associated Air Pollution Control Equipment (APC) from a cold* state of operation.

II. SCOPE

LWAK and APC

III. RESONSIBILITIES

Kiln Burner Operators and Kiln Supervisors.

IV. PROCEDURES

1. **Pre-Heat Up.**
 - a. Open make-up water to fill recycle tank.
 - b. Start recycle pump, establish flow.
2. **Heat-Up: 1st Stage. Cold to 600°F**
 - a. Establish air flow to Pilot, Fire eye.
 - b. Turn gas/fuel oil pilot switch on.
 - c. Ignite pilot.
 - d. Turn main gas switch on.
 - i. Open/Reset semi-auto Maxon valves.
 - ii. Turn main gas on (1-2 lines).
 1. Time frame between Pilot and Main gas may depend on weather and/or maintenance done.
 - e. Open LGF vent valve.
 - f. Open quench, mist pad and emergency water valves. Start quench pump.
 - g. Establish caustic flow.
 - h. Start blowdown pump. Establish flow.

At 200-300°F Backend temperature (mra).

 - a. Start ID Fan at 30%.
 - b. Increase ID Fan 10-15% and add one (1) line of gas approximately every hour.
 - i. Begin rotating kiln on Pony Drive.

3. Heat-Up: 2nd Stage. 600-1100°F

- a. Start Primary Air fan.
- b. Continue adding one (1) line of gas and increasing fan 10-15% per hour.
- c. Start Heat Exchanger fans.
- d. Begin Lime Flow to baghouse.
- e. Start front Baron fan.
- f. Switch to waste oil, gas off.
- g. Switch kiln to main drive for continuous rotation.
- h. Start tire/nose ring fans.
- i. Start cooler system, conveyor.
- j. Start shale conveyors and introduce shale into kiln (12-14 tph) Once back-end temperature is between 1070-1100°F mra.
- k. Ensure all MACT/RCRA parameters are in spec, then switch to LGF.
- l. Once clinker reaches cooler, turn on cooler fans.



NORLITE CORPORATON

Policy Number: SSMP 2-02

Effective Date: 9/03

KILN STARTUP PROCEDURE-WARM

I. PURPOSE

Provide a compliant, efficient and safe means of startup for the Lightweight Aggregate Kilns (LWAK) and associated Air Pollution Control Equipment (APC) from a warm* state of operation.

II. SCOPE

LWAK and APC.

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors.

IV. PROCEDURES

WARM KILN STARTUP will follow the same procedures as COLD KILN STARTUP starting at a minimum of Step 2-e of the COLD KILN STARTUP procedure (SSMP 2-01).

“Depending on nature of repairs and/or length of time kiln has been down, some steps may have been already covered.”

1. Re-heat kiln on Gas.
2. Adjust ID fan accordingly.
3. Re-start lime system if not already running.
4. At 600-800°F Back-end Temperature, continue with SSMP 2-01, step 3.

To ensure emissions are minimized, LGF cannot be turned on until kiln Back-end temperature exceeds 1020°F for one minute and shale has been introduced into the barrel.

It will be the operators/supervisors responsibility to determine what step he/she is at in the KILN WARMUP process and follow procedures accordingly.

Different Kiln temperatures will result in starting at different steps of the procedure.



NORLITE CORPORATION

Policy Number: SSMP 2-03

Effective Date: 9/03

KILN SHUTDOWN-PLANNED/ROUTINE

I. PURPOSE

Provide a compliant, efficient and safe means of a cold shutdown for the Lightweight Aggregate Kilns (LWAK) and associated Air Pollution Control Equipment (APC).

II. SCOPE

LWAK and APC

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors.

IV. PROCEDURES

1. Stop shale feed and turn conveyors off.
2. To minimize emissions, LGF flow should be stopped within 25 minutes from the time shale feed was cut-off, turn Low Grade Fuel (LGF) OFF and switch to Fossil Fuel.
3. After kiln is empty:
 - a. Close LGF vent valve.
 - b. Turn Fire/Pilot OFF.
 - c. Close LGF, Oil and Gas Valves.
 - d. Place N2 failsafe switch in OFF position.
 - e. Turn Gas/Pilot switch OFF.
 - f. Turn Lime system OFF for the appropriate kiln.
 - g. ID fan will remain ON for cool down of kiln, depending on planned entry time.
4. Continue to run APC equipment.
5. Run cooler until all material is discharged, then SHUTDOWN drive, screens, fans and conveyors and front Barron fan.
6. Turn off kiln drive. The Pony motor may be used to turn the kiln at a slower speed.
7. Shut OFF Heat Exchanger fans.
8. Shut OFF ID fan.
9. Shut Scrubber down:
 - a. Turn make-up water OFF.
 - b. Turn recycle pump OFF.
 - c. Turn caustic flow OFF, feed valves OFF, returns OPEN.
 - d. Continue blowdown until tank is EMPTY.
9. KILN rotation may be stopped as needed.



NORLITE CORPORATION

Policy Number: SSMP 2-03A

Effective Date: 9/03

KILN SHUTDOWN-EMERGENCY/UNEXPECTED

I. PURPOSE

Provide a compliant, efficient and safe means of an emergency/unexpected shutdown for the Lightweight Aggregate Kilns (LWAK) and associated Air Pollution Control Equipment (APC).

II. SCOPE

LWAK and APC

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors.

IV. PROCEDURES

Emergency/Unexpected kiln shutdown can occur at anytime. In order to minimize emissions, the following procedures should be followed at a minimum, if the situation for the shutdown allows.

1. Stop shale feed to Kiln.
 - a. Turn conveyors, rotary valve and accurate feeder off if necessary.
2. LGF or Fossil Fuel may be required to be shutoff immediately. **If not;**
3. LGF flow should be stopped within 25 minutes from the time shale feed was cut-off.
 - a. Cut the LGF flow and switch to fossil fuel (used oil or natural gas)
4. After kiln is empty:
 - a. Close LGF vent valve.
 - b. Flame Out (used oil or gas), Valves closed.
 - c. Primary Air fan OFF.
 - d. Pilot OFF/Switch OFF
 - e. Place N2 failsafe switch in OFF position.
 - f. Turn Lime feeder OFF.
 - i. If Shutdown does not require ID Fan to be shutdown, Lime rotary valve and blower may continue to run.
 - g. ID fan will remain ON for cool down of kiln, depending on planned entry time **OR;**
 - i. If entry is not required, ID Fan will remain on at a speed not to exceed maximum amperage.
 - ii. If entry is required; (if possible), the slow ramping down of fan speed should be used, so not to cause thermal shock of kiln.
5. Run cooler until all material is discharged, then SHUTDOWN drive, screens, fans and conveyors and front Barron fan.
 - a. If entry into cooler is not required, system may continue to run.

6. Continue to run APC equipment.
7. Shutdown both Heat Exchanger fans.
 - a. If entry is not required, fans may remain on to aid cool down.
8. Shutdown ID fan.
 - a. If entry is not required, fan will remain on.
9. Shutdown Scrubber.
-If entry is not required, scrubber will remain on (recycle, blowdown, caustic)
 - a. Turn make-up water/caustic off.
 - i. If shutdown does not require recycle tank to be empty, maintain tank level and caustic flow to ensure pH balanced water to wwtp.
 - ii. Otherwise close make-up water valve, close caustic feed valves and open returns.
 - b. Turn recycle pump off.
 - c. Turn quench pump off.
 - d. Close quench, mist pad, emergency water valves.
 - e. Turn blowdown pump off, after tank is empty.
10. Kiln rotation may be stopped as needed.



NORLITE CORPORATON

Policy Number: SSMP 2-04

Effective Date: 9/03

Revised: 10/03

MINIMUM KILN BACKEND TEMPERATURE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for exceeding the span limits or the minimum Kiln Backend Temperature of 866°F.

II. SCOPE

Minimum Kiln Backend Temperature

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Kiln Backend temperature.

1. Check for high Venturi and/or Ducon differential pressure (DP). (refer to SOP SSMP 3-03)
2. Check for high baghouse DP. (refer to SOP SSMP 3-02)
3. Check for loss of ID fan. (refer to SOP SSMP 2-18)
4. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result decreased kiln backend temperature.
5. Insure instrumentation measuring the Kiln Backend Temperature is operating correctly. Call I&E if there is a problem.



NORLITE CORPORATON

Policy Number: SSMP 2-05

Effective Date: 9/03

Revised: 10/03

MAXIMUM BAGHOUSE INLET TEMPERATURE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for exceeding the span limits or the maximum Baghouse Inlet Temperature of 400°F.

II. SCOPE

Baghouse Inlet Temperature

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Baghouse Inlet Temperature.

Loss of Heat Exchanger Fan –refer to SOP SSMP 3-01

Loss of ID Fan –refer to SOP SSMP 2-18

Loss of Dilution Damper –refer to SOP SSMP 2-19

Instrumentation - Insure instrumentation measuring the Kiln Backend Temperature is operating correctly. Call I&E if there is a problem.

To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the maximum baghouse inlet temperature.



NORLITE CORPORATON

Policy Number: SSMP 2-06

Effective Date: 9/03

Revised: 10/03 8/04

MAXIMUM STACK GAS FLOW RATE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for exceeding the span limits or the Maximum Stack Gas Flow Rate of 60,000 wscfm.

II. SCOPE

Stack Gas Flow Rate

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Stack Gas Flow Rate.

1. Check the following components that could indicate restrictions at baghouse modules.
 - a. Baghouse DP-High
 - b. Venturi/Ducon DP-High
 - c. Heat Exchanger DP-High (tube restrictions)
 - d. Fan/Bearing failure
2. If problem persists, flame out/shut down and call I & E to check instrumentation failure.
3. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the maximum stack gas flow rate.



NORLITE CORPORATON

Policy Number: SSMP 2-07

Effective Date: 9/03

Revised: 10/03

MINIMUM VENTURI PRESSURE DROP

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Venturi Pressure Drop to exceed the span limits or fall below the minimum of 2.0 inches water column (wc).

II. SCOPE

Venturi Pressure Drop

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Venturi Pressure Drop.

1. Loss of ID fan –refer to SOP SSMP 2-18.
2. Baghouse Air Restriction
 - a. Adjust pulsers in MCC at PLC panel

-Turn both black needle dials counter clockwise past red needle. This will lower DP for baghouse. Do this for each module.
 - b. If DP does not lower or baghouse is not pulsing, check the following:
 - i. Check for air leaks on top of the baghouse at pulsing solenoid by shutting ball valve on leaking solenoid; cleaning of bags will resume.
 - c. Check Ducon DP (High DP)
 - i. Verify water flow to mist pad.
 - ii. Increase flow to mist pad to lower Ducon DP.
 - d. Verify operation of Heat Exchanger fans.
 - e. Verify operation of Dillution Damper.
 - f. Increase ID fan speed. (not to exceed 400 amps)
3. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the minimum venturi pressure drop.
4. Insure instrumentation that measures the pressure drop is operating correctly. Call I&E if problematic.



NORLITE CORPORATON

Policy Number: SSMP 2-08

Effective Date: 9/03

Revised: 10/03

MINIMUM SCRUBBER BLOWDOWN RATE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Scrubber Blowdown Rate to exceed the span limits or fall below the minimum of 13.0 gallons per minute (gpm).

II. SCOPE

Scrubber Blowdown Rate

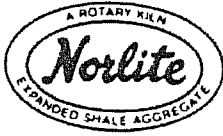
III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Scrubber Blowdown Rate.

1. Check for plugged filter basket at blowdown pump.
 - a. Clean filter basket if needed.
2. Check for restrictions in piping and/or Worchester valve.
 - a. Clean/replace if needed.
3. Check for plugged discharge hose.
 - a. Clean/replace if needed.
4. If flowmeter needs to be calibrated, call I & E for cleaning and/or calibration.
5. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the scrubber blowdown rate.



NORLITE CORPORATON

Policy Number: SSMP 2-09

Effective Date: 9/03

Revised: 10/03

MINIMUM SCRUBBER TANK LIQUID LEVEL

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Scrubber Tank Liquid Level to exceed the span limits or fall below the 40% minimum tank level.

II. SCOPE

Scrubber Tank

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Scrubber Tank Liquid Level decrease.

1. Loss of Make-up Water

This happens due to the loss of Plant or City water flow. If system is running on Plant water when flow stops, change valves so system will run on City Water. If system is running on city water when flow stops, change valves so system is running on Plant water.

When plant water flow stops, check the following:

- a. Check clean water tank for water level.
- b. If tank is full, but pump is not running-switch to city water.
 - a. Switch to City water-open primary waterline in city water building and close quarry water lines in Kiln 1 Scrubber.
- c. If clean water tank is full and pumps are running and city water flow cannot refill tank, then both Kilns/Scrubbers have to be shutdown.

When city water flow stops, check the valves in the City water building, if nothing is wrong, then call Kiln supervisor.

2. Restriction at Venturi discharge.

- a. Shutdown kiln/scrubber and clear restriction.

3. Check for blockage at bottom of Ducon.

- a. Close 4" valves at Ducon and return to recycle tank.
- b. Disconnect 4" hose off Ducon tank.
 - i. Check hose for clogage.
 - ii. Open 4" valve at Ducon and check for flow, clear if necessary.
 - iii. If valves do not close, Kiln will have to be shutdown.

4. Check flowmeter, call I&E to clean and/or recalibrate, if needed.

5. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the scrubber tank liquid level.



NORLITE CORPORATON

Policy Number: SSMP 2-10

Effective Date: 9/03

Revised: 10/03

MINIMUM SCRUBBER RECIRCULATION RATE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Scrubber Recirculation Rate to exceed the span limits or fall below the 175 gallons per minute (gpm) minimum.

II. SCOPE

Scrubber Recirculation Rate

III. RESPONSIBILITIES

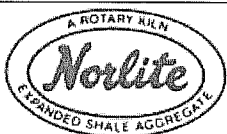
Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Scrubber Recirculation Rate. There are two pumps for the scrubber recirculation, if one fails, switch to alternate and check the bad pump for the following to get it back online.

1. Check for loss of the pump, switch to alternate pump if needed.
2. Check for a loss of the prime.
3. Re-prime if necessary.
4. Check for plugged headers.
5. Replace or clean headers if necessary.
6. Check for a plugged basket on recycle pump.
7. Clean baskets if necessary.
8. If both pumps are online and rate falls below 175 gpm, put Kiln on fossil fuel and insure LGF flow has been automatically shut-off to minimize emissions.

Instrumentation-Insure the instrument that measures scrubber recirculation rate is operating correctly. Call I&E if problematic.



NORLITE CORPORATON

Policy Number: SSMP 2-11

Effective Date: 9/03

Revised: 10/03

MINIMUM SCRUBBER LIQUID pH

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Scrubber Liquid pH to exceed span limits or fall below the 1.9 pH minimum.

II. SCOPE

Scrubber Liquid pH

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Scrubber Liquid pH.

1. Restricted Flow
 - Check for return flow back into caustic tank in Soda Ash building.
 - a. If flow is strong, restriction is in scrubber building.
 - i. Close and drain feed/return caustic lines.
 - ii. Disconnect piping and clear restriction.
 - b. If flow is weak-
 - i. Close feed line at its initial starting point at manifold in Soda Ash building .
 - ii. Clear restriction in feed line.
2. Failure of Caustic Feed System
 - a. Loss of prime on pump.
 - i. Re-prime pump.
 - b. Pump failure.
 - i. Switch to back-up pump.
 - ii. Repair old pump.
3. Loss of Soda Ash
 - a. Check to make sure feed auger is working.
 - b. Turn on vibrators to loosen soda ash that has bridged in silo system.
4. Insure instrumentation that measures pH is operating correctly. Call I&E if problematic.
5. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result scrubber liquid pH.



NORLITE CORPORATON

Policy Number: SSMP 2-12

Effective Date: 9/03

Revised: 10/03

DRY SORBENT (LIME) FEED RATE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Dry Sorbent Feed Rate to exceed the span limits or to fall below the 200 pounds an hour (lbs/hr) minimum.

II. SCOPE

Dry Sorbent Feed Rate

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Dry Sorbent Feed Rate.

1. LIME FEEDER STOPPAGE
 - a. Switch drive to manual and try to reset.
 - b. Diagnose problem.
 - c. Switch kiln to back-up feeder while repairs can be made.
2. LIME ROTARY VALVE STOPPAGE
 - a. Manually try to restart valve.
 - b. Switch kiln to back-up feeder while repairs can be made.
3. BLOWERS: 4 TOTAL, 2 BACK-UP
 - a. Check motor/drive belts are operational.
 - b. Manually try to re-start
 - c. Switch kiln to back-up blower.
 - d. Insure instrumentation is operational.
 - e. Disassemble piping to check for restrictions.
4. INSTRUMENTATION-Insure instrumentation that measures lime feed rate is operating correctly. Call I&E if problematic.

To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the dry sorbent feed rate.



NORLITE CORPORATON

Policy Number: SSMP 2-13

Effective Date: 9/03

MINIMUM DRY SORBENT (LIME) CARRIER FLUID FLOW RATE

Revised: 10/03

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Dry Sorbent (Lime) Carrier Fluid Flow Rate to exceed the span limits or fall below the 150 cubic feet per minute (cfm) minimum.

II. SCOPE

Dry Sorbent Carrier Fluid Flow Rate

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated for the Dry Sorbent Carrier Fluid Flow Rate.

1. Refer to SOP SSMP 2-12 for procedures on the blowers.
2. Insure instrumentation that measures lime flow rate is operating correctly. Call I&E if problematic.
3. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the dry sorbent carrier fluid flow rate.



NORLITE CORPORATION
Policy Number: SSMP 2-14
Effective Date: 9/03
Revised: 10/03

KILN PRESSURE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Kiln Pressure to exceed the span limits or rise above the standard of 0.00 water gauge (wg).

II. SCOPE

Kiln Pressure

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems be investigated for the Kiln Pressure.

1. Verify collar discharge doors are clear of excess aggregate.
2. Verify operation of ID/Front Barron fan.
3. Increase ID/Baron fan, if possible.
4. Adjust BHDP down, if possible. (SSMP 3-02).
5. Check Venturi/Ducon D.P.
6. Verify operations of Heat Exchanger fans/Dilution Damper.
7. Unstable Fuel Flow/Unstable Fire.
 - a. Increase ID Fan, if possible.
 - b. Decrease cooler fan(s).
8. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result negative kiln pressure no longer being negative.



NORLITE CORPORATION

Policy Number: SSMP 2-15

Effective Date: 9/03

HIGH CARBON MONOXIDE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the condition of High Carbon Monoxide.

II. SCOPE

High Carbon Monoxide

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated should the Carbon Monoxide emissions increase towards the WFCO limit of 100 parts per million (ppm), on a one minute average.

1. Loss of Pilot.
 - a. Reset semi-auto Maxon valve.
 - b. Start/depress pilot until flame has ignited.
 - c. Add fossil fuel until CO hourly rolling average (hra) is within the limits.
 - d. Switch to LGF.
2. Unstable Fuel.
 - a. Switch to fossil fuel if CO is greater then 75 ppm hra.
 - b. Wait until CO is below 75 ppm hra before switching back to LGF.

The limit for CO varies for each type of fuel.

CO alarm limits: LGF-75 ppm hra
Kiln Oil- 500 ppm hra
Natural Gas-none

3. Insure instrumentation that measures CO is operating correctly. Call I&E if problematic.
4. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result high CO.



NORLITE CORPORATON

Policy Number: SSMP 2-16

Effective Date: 9/03

Revision Date: 8/04

MINIMUM LGF ATOMIZATION AIR PRESSURE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the condition of Minimum Atomization Air Pressure.

II. SCOPE

Minimum Atomization Air Pressure

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated should the Minimum Atomization Air Pressure reach a level of 52 psig.

1. Check to see if main air compressor is running.

If Not Running:

- Restart Compressor;
- If No restart, connect portable air compressor to main feed lines.

If Running:

- Check for leaks in air system;
 - Call I&E for calibration of instrument
2. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the minimum atomization air pressure.



NORLITE CORPORATON

Policy Number: SSMP 2-17

Effective Date: 9/03

Revised: 10/03

POWER FAILURE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for a Power Failure.

II. SCOPE

Power Failure-Loss of Operations

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

The following procedures should be followed in the event of a loss of power.

1. Total Power Loss (Operations)
 - a. Electrically disconnect kiln(s)
 - b. Couple kiln(s) to Pony Drive.
 - c. Start Pony Drive and begin to turn kiln(s).
2. Total Power Loss (Kiln Operator-Burner)
 - a. Close LGF vent valve(s).
 - b. Manually close all LGF and waste oil valves.
 - c. Close water supply valve to burner.
 - d. Close Gas/Pilot valves to "Off" position.
3. Sporadic Power Loss
 - a. Identify equipment that has been affected.
 - b. Try to restart equipment.
 - i. If equipment does not restart, processes may need to be shut down, (i.e. fire/shale) as not to cause damage.
4. Restart/Re-energize by list of importance (if not already running)
 - a. Recycle pump, quench pump, blowdown pump and clean water pump at WWTP.
 - b. ID fan.
 - c. Kiln drive.
 - d. Heat exchanger fans.
 - e. Re-light fire.
 - f. Soda ash pump/mixers.
 - g. Cooler fans, drive, screws, front barron fan.
 - h. Clinker conveyor.
 - i. Lime system.
 - j. APC equipment.
 - k. Shale conveyors.
 - l. LGF/Waste oil pump on at Fuel Farm.
 - m. Shale on after kiln has been re-heated.
 - n. LGF on, after all parameters are in compliance.



NORLITE CORPORATON

Policy Number: SSMP 2-18

Effective Date: 9/03

Revised: 10/03

LOSS OF ID FAN

I. PURPOSE

Provide a procedure to restart the Induced Draft (ID) Fan in case of loss or span limit exceedance.

II. SCOPE

ID Fan

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated should the ID Fan exceed span limits or exceed 405 amperes.

1. Re-start Fan.
2. If fan will not restart, open dilution damper to 100%, then call I & E to diagnose the problem.
3. To assure that emissions are minimized during this procedure, insure that LGF flow has been automatically discontinued as a result of the ID fan exceeding 405 amperes.
4. Insure the instrument that measures ID fan amps is operating correctly. Call I&E if problematic.



NORLITE CORPORATION
Policy Number: SSMP 2-19
Effective Date: 9/03

DILUTION DAMPER

I. PURPOSE

Provide a procedure to investigate the loss of the Dilution Damper.

II. SCOPE

Dilution Damper

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

1. Adjust Heat Exchanger fans.
2. If not possible-manually adjust damper by disconnecting control arm.
3. Lower ID fan.
4. If none of the above remedy situation, Flame out/Shut down until repairs are completed.
5. Insure instrumentation that measures dilution damper is operating correctly. Call I&E if problematic.

To assure that emissions are minimized during this procedure, insure that LGF flow has been automatically discontinued as a result of the dilution damper.



NORLITE CORPORATON
Policy Number: SSMP 2-20
Effective Date: 9/03
Revised: 10/03

LOSS OF LGF FLOW

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the LGF Flow to exceed span limits or be lost.

II. SCOPE

LGF Flow

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following steps should be taken for the flow of LGF.

LGF Line

1. Manually open/close LGF valves.
2. Close OPCO/WFCO valve then used piped in water to flush lines.
3. Take apart and check for obstruction

Loss of flow from Pump/Low Pressure

1. Check tank screen to see if pump is running. Restart/Reprime pump.
2. Close down on recirculation valve in EQ room to increase pressure.

Instrumentation

1. Insure the instrument that measures LGF flow is working correctly. Contact I&E is problematic.



NORLITE CORPORATON
Policy Number: SSMP 2-21
Effective Date: 9/03
Revised: 10/03

LOSS OF SHALE FEED

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the Loss of Shale Feed or span limit exceedance.

II. SCOPE

Shale Feed

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following steps should be taken for the Shale Feed.

The possible reasons for the loss of shale feed are: stoppage of belts, stoppage/loss of rotary valve or stoppage of feed from silo.

1. Stoppage of Belts.
 - a. Identify problem, make repairs and then go back on line.
 - b. To minimized emissions, if repairs are not made within 25 minutes, kiln operator must go OFF of LGF until shale can be reintroduced into kiln.
2. Stoppage or Loss of Rotary Valve
 - a. Check for blockage of chute into kiln.
 - b. If chute is plugged, manually clean out.
 - c. Check to make sure rotary valve is functional.
 - d. To minimized emissions, if repairs are not made within 25 minutes, kiln operator must go OFF of LGF until shale can be reintroduced into kiln.
3. Stoppage of Feed from Silo
 - a. Check for large stones or frozen material blocking chute from silo.
 - b. If blocked, chute must be cleaned and freed of blockage.
 - c. To minimized emissions, if repairs are not made within 25 minutes, kiln operator must go OFF of LGF until shale can be reintroduced into kiln.

Instrumentation-Insure instrument that monitors shale feed is working correctly. Call I&E if problematic.



NORLITE CORPORATON

Policy Number: SSMP 2-22

Effective Date: 8/04

MINIMUM LIQUID TO GAS RATIO (L/G)

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for the minimum liquid to gas ratio to fall below the minimum limit of 4.0 gallons/1000 wet scfm.

II. SCOPE

Minimum Liquid to Gas Ratio

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following steps should be taken for the liquid to gas ratio.

- 1) Check for low recycle flow;
- 2) Check for low gas flow rate and/or check ID fan settings.
- 3) Call I&E.

To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the liquid to gas ratio.



NORLITE CORPORATON

Policy Number: SSMP 2-23

Effective Date: 8/04

MAXIMUM HEAT EXCHANGER EXIT TEMPERATURE

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for exceeding the span limits or the maximum Baghouse Inlet Temperature of 400°F.

II. SCOPE

Heat Exchanger Exit Temperature

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To ensure that emissions are minimized, the following systems should be investigated should the Maximum Heat Exchanger Exit Temperature (hra) exceed 453°F.

- 1) If possible, increase fan speed of Heat Exchanger fans as needed.
- 2) Check to see if both Heat Exchanger fans are operational.
- 3) Insure instrumentation of Heat Exchanger Exit Temperature is operational, Call I&E.

To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of the maximum heat exchanger exit temperature.



NORLITE CORPORATION

Policy Number: SSMP 3-01

Effective Date: 9/03

HEAT EXCHANGERS

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for a malfunction of the Heat Exchangers.

II. SCOPE

Heat Exchangers

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

In order to minimize emissions, the following systems should be investigated should there be a malfunction of the Heat Exchangers.

1. Check Heat Exchanger drive for root cause (belts, motors, etc.....).
2. If OK, restart fan.
3. If unable to restart fan, use dilution damper to lower inlet temperature.
4. It is possible to run kiln on one fan.
5. Evaluate air flow thru tubes in Heat Exchanger. If a large number of tubes have restricted flow, the heat exchanger needs to be cleaned.
6. Total loss of both fans.
 - a. Lower ID fan.
 - b. Increase Barron fan.
 - c. Kiln flameout/shutdown until repairs are made.
7. Call I & E to diagnose problem and to check instrumentation.
8. To assure that emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of loss of heat exchangers.



NORLITE CORPORATON

Policy Number: SSMP 3-02

Effective Date: 9/03

BAGHOUSE MALFUNCTION

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for a malfunction of the Baghouses.

II. SCOPE

Baghouses

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

In order to minimize emissions, the following systems should be investigated should there be malfunction of the Baghouses.

1. **Bag Leak Detection Alarm activated** in burner control room. **NOTE: Must initiate procedures used to determine cause of alarm w/in 30 minutes of the time alarm first sounds.**

- a. Notify Trunnion operator of alarm.
- b. Initiate completion of SSMP 3-04A-Operators Checklist

The following may be necessary to alleviate the cause of the alarm.

- a. Inspect baghouse for air leaks, torn or broken filter elements or other malfunctions
- b. Seal off defective baghouse
- c. Clean the bag leak detection probe, or otherwise repairing the bag leak detection system. (Contact I&E)
- d. Shut down kiln.
- e. Refer to SOP OM 2-03 for procedure for bag replacement.

2. **High or Low Baghouse Differential Pressure (BHDP)**
(referenced with low venturi pressure)

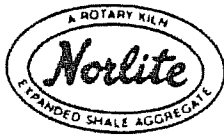
- a. High BHDP
 - i. Adjust needles on magnahelic indicators (in MCC) to lower DP-both red needles turned counter clockwise past black needle

OR

- ii. Check for leaks at ASCO valves on top of baghouse.
 - iii. Check air to pulsers (65-70 psi minimum).
 - iv. Check/clean overall DP sample lines in baghouse duct work.

- b. Low BHDP

- i. Adjust needles on magnahelic in MCC room. Turn dials clockwise so both red needles go past black needle. This will stop pulsing of baghouse to increase DP.



NORLITE CORPORATION
Policy Number: SSMP 3-03
Effective Date: 9/03
Revised: 10/03

DUCON AND VENTURI SCRUBBERS

I. PURPOSE

Provide a procedure to investigate the possible reason(s) for a malfunction of the Ducon and Venturi Scrubbers.

II. SCOPE

Ducon and Venturi Scrubbers

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

To minimize emissions, the following systems should be investigated should there be malfunction of the Ducon and Venturi Scrubbers.

1. Ducon Scrubber Malfunction
 - a. High DP Across Ducon Scrubber
 - i. Loss/Reduction of flue gases thru scrubber
 1. Shutdown Kiln to inspect/clean.
2. High DP across Venturi
 - a. Loss/Reduction of flue gases thru Venturi.
 - i. Increase Quench water flow to clear.
3. Failure of Scrubbers
 - a. Shutdown Kiln to inspect/clean.
4. Insure instrumentation that measures scrubbers is operating correctly. Call I&E if problematic.
5. To assure emissions are minimized during this procedure, insure that LFG flow has been automatically discontinued as a result of scrubber pressure drop.



NORLITE CORPORATON

Policy Number: SSMP 3-04

Effective Date: 9/03

MACT FIELD OPERATORS CHECKLIST

I. PURPOSE

Provide a checklist to ensure Kiln(s), Air Pollution Control Equipment and Monitoring Equipment are operated within parameters of MACT Plans.

II. SCOPE

Kiln(s), Air Pollution Control Equipment and Monitoring Equipment

III. RESPONSIBILITIES

Kiln Burner Operators, Kiln Supervisors or Instrumentation and Electrical Department (I & E)

IV. PROCEDURES

Refer to SSMP 3-04A for checklist form.

1. Kiln Operators, Supervisors or the I & E department are to fill out the checklist each time there is a startup, shutdown or malfunction of the kilns, air pollution control equipment or monitoring equipment.

**MACT Startup, Shutdown and Malfunction Plan
Kiln Burner Operator's Checklist During S, S and M.**

This form is to be filled out during a Startup, Shutdown or Malfunction of the Kiln, Air Pollution Control (APC), Monitoring Equipment or a Bag Leak Alarm.

Date: _____ Person Completing Form: _____ Shift: _____

Circle Event:
(Required)

Startup

Shutdown

Malfunction

Bag Leak Alarm

NOTE: (Must start procedures to decide cause of alarm w/in 30 minutes of time alarm first sounds.)

Circle Event:
(Required)

APC

Monitoring Equipment

Kiln 1

Kiln 2

Explain Occurrence: _____

Startup/Shutdown Times

Time System Went Off-Line: (Off All Fuels)	_____
Time System Came On-Line: (Any Fuels On (Start of Procedures), Time is from DEC Report)	_____

Bag Leak Detection Alarm

Time Alarm Activated: _____

Time Corrective Measures began: _____

Malfunction Times

Time Event Occurred: (Time is from Alarm Report)	_____
Time Event Corrected:	_____

Operator should initial by
which SOP's were followed.

Office Use Only

Check box if deviated from Plan: ☐

Malfunctions

List any corrective measures that were done to correct malfunction: _____

SOP #

Description

**Operator's
Initials**

Operations:

Startup

SSMP 2-01	Kiln Startup-Cold	_____
SSMP 2-02	Kiln Startup-Warm	_____

Shutdown

SSMP 2-03	Kiln Shutdown-Planned	_____
SSMP 2-03A	Kiln Shutdown-Emergency or Unexpected	_____
SSMP 2-17	Power Failure	_____

Continuous Monitoring Systems (CMS):

SSMP 4-01	Startup	_____
SSMP 4-02	Power Failure	_____
SSMP 4-03	Malfunction	_____
SSMP 4-04	Shutdown	_____

Record other actions taken not in SOP's: _____

Key:

Malfunction: any sudden, infrequent, and not reasonably preventable failure of air pollution control equipment, process equipment, or a process to operate in a normal or usual manner. Failures that are caused in part by poor maintenance or careless operation are not malfunctions.

Shutdown: the stoppage of operation of an affected source or portion of an affected source for any purpose.

Startup: the setting in operation of an affected source or portion of an affected source for any purpose.



NORLITE CORPORATON
Policy Number: SSMP 4-01
Effective Date: 9/03

CONTINUOUS EMISSIONS MONITORING SYSTEM-STARTUP

I. PURPOSE

Provide a procedure for the startup of the Continuous Emissions Monitoring System (CEMS).

II. SCOPE

Continuous Emissions Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURES

Refer to the **CISCO Operations and Maintenance Manual, dated December 1995, Section 3: SYSTEM START-UP/CHECKOUT.**



NORLITE CORPORATON
Policy Number: SSMP 4-02
Effective Date: 9/03

CONTINUOUS EMISSIONS MONITORING SYSTEM - POWER FAILURE

I. PURPOSE

Provide a procedure for a power failure of the Continuous Emissions Monitoring System (CEMS).

II. SCOPE

Continuous Emissions Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURES

The CEMS is connected to an Uninterrupted Power Source (UPS) battery backup which is capable of operating the CEMS system for approximately 30 minutes after a power failure.

All CEMS data will be backed up while the UPS is operating. Any extended power failure (exceeding 30 minutes) affecting the CEMS would also affect the kilns and associated air pollution control equipment, therefore, no emission would be generated due to the kilns being shutdown for longer than 30 minutes.

To restart CEMS, refer CISCO Operations and Maintenance Manual, Dated 1995, Section 3



NORLITE CORPORATION

Policy Number: SSMP 4-03

Effective Date: 9/03

CONTINUOUS EMISSIONS MONITORING SYSTEM- MALFUNCTION

I. PURPOSE

Provide a procedure to follow during a malfunction of the Continuous Emissions Monitoring System (CEMS).

II. SCOPE

Continuous Emissions Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURES

“Faulty CEM” light starts to flash in control room.

1. Switch to gas or oil (if approved to burn as virgin fuel).
2. Notify Supervisor
3. Contact I&E.
4. Wait for supervisor’s approval to begin burning waste fuel.



NORLITE CORPORATON

Policy Number: SSMP 4-04

Effective Date: 9/03

CONTINUOUS EMISSIONS MONITORING SYSTEM

I. PURPOSE

Provide a procedure to follow during the shutdown of the Continuous Emissions Monitoring System (CEMS).

II. SCOPE

Continuous Emissions Monitoring Systems

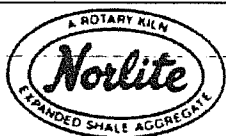
III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURES

The CEMS is on-line continuously, for 24 hours a day, 7 days a week and 365 days a year.

The only exception is when an upgrade to the PCL and DAS is required. The kiln and all associated air pollution control equipment would also be shut down before the CEMS was placed off-line.



NORLITE CORPORATION

Policy Number: OM 2-02

Effective Date: 9/03

TANK SWITCH-AFTER HOURS

I. PURPOSE

Provide a method for proper lockout of LGF storage tanks in the Fuel Farm during the hours when Fuel Farm employees are ***not blending or unloading LGF***, so as to avoid the inadvertent introduction of incompletely blended LGF into the kiln burner system.

II. SCOPE

Fuel Farm

III. RESPONSIBILITIES

Kiln Supervisor

IV. PROCEDURES

With the exception of the current burn tank, all tanks capable of being put on the LGF raceway (burn tanks) will be locked out during non-blending or unloading hours, typically nights and weekends.

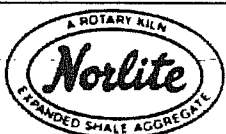
A. Responsibilities

1. Fuel Farm personnel will be required to lock out all LGF burn tanks on a daily basis at the end of blending and unloading operations, with the exception of the in process burn tank. The employee performing lockout activities will sign off that lockouts were completed on the daily Unloading/Transfer sheet.
2. Lab personnel will be responsible for performing a visual check verifying that all LGF tanks are properly locked out, with the exception of the burn tank. The visual check will be performed any day that a Shift Supervisor Burn Log sheet is issued. The tank status will be noted on the burn instructions to the kiln operators/shift supervisors.
3. The kiln supervisor is responsible for switching burn tanks according to the procedures set forth in Section B below.

B. Tank Switching/Lockout Procedures

Each burn tank will have its own dedicated lockout box with three (3) keyed-alike dedicated locks.

1. Before a burn tank switch is performed, the kiln operator(s) will switch to non-LGF fuel (i.e. oil).
2. The pump for the empty burn tank will be shut down and the bottom suction line valve, the top suction line valve, and the raceway return line valve will be closed and locked out with the dedicated locks from the appropriate lockout box.
3. The next burn tank's valves, top or bottom suction valve and the raceway return valve, will be unlocked and opened to the kiln. The locks will be returned to the appropriate dedicated lockout box.
4. The pump for the new burn tank will be started and flow to the kiln(s) will be established.
5. Within fifteen (15) minutes after LGF flow has been established to the kiln(s) after a tank switch, the kiln supervisor will verify that the tank switch was performed correctly. This will be accomplished by checking level gauges, the safety vent overflow line, and the alarm log on the LGF panel screen for rupture disc failures. During this 15-minute interval, the kiln supervisor will perform a walk through of the entire fenced in area of the Fuel Farm. This will be documented as part of the security rounds on the Security Check sheet.
6. An incident report will be completed by a responsible party as outlined in Section A any time there are less than 3 burn tanks locked as described in these procedures.



NORLITE CORPORATON
Policy Number: OM 2-03
Effective Date: 9/03

BAGHOUSE-BAG CHANGING

I. PURPOSE

Provide a procedure for the correct change-out of the bags in the baghouses.

II. SCOPE

Baghouses

III. RESPONSIBILITIES

Kiln Maintenance Worker

IV. PROCEDURES

After it has been identified there is a bad bag in the baghouse, follow the following steps for changing the bag(s) out:

1. Kiln goes to gas for a minimum of 30 minutes.
2. Close Inlet and Outlet Dampers.
3. Open Baghouse Door, follow proper entry procedures.
4. Enter Baghouse.
5. Identify a bad bag and/or also check the bag leak detection system.
6. If bad bag proceed to Step 7, if no bad bags, call I & E to investigate bag leak detection system.
7. Pull blow tube.
8. Pull cage and bag.
9. Separate the bag from the cage.
10. Replace bag.
11. Notify Kiln Control of bag replacement.



NORLITE CORPORATON

Policy Number: OM 2-04

Effective Date: 9/03

**LWAK, MULTICLONE, AIR TO AIR HEAT EXCHANGER, VENTURI SCRUBBER,
MIST ELIMINATOR, ID AND FD FANS**

I. PURPOSE

Provide a procedure that ensures the inspections and monitoring of the operating systems located in "SCOPE".

II. SCOPE

Lightweight Aggregate Kilns (LWAK), Air to Air Heat Exchanger, Venturi Scrubber, Mist Eliminator, ID and FD Fans.

III. RESPONSIBILITIES

Kiln Burner Operators and Kiln Supervisors

IV. PROCEDURES

The operating procedures for the systems listed in the "SCOPE" consist of multiple daily physical inspections, instead of a detailed step-by-step operational procedure. Each system is continually monitored to ensure it is within the operational ranges. Below is a description of the inspections that occur at each area.

LWAK

The LWAK is made up of multiple systems. The Kiln Burner Operator is responsible for continually monitoring the LWAK system and the Kiln Shift Supervisor and Trunnion Operator will conduct a daily physical inspection of the system. The inspection sheets that are used to monitor the LWAK system are Attachments OM 2-04A and OM 2-04B.

MULTICLONE

The Wastewater Treatment Shift Operator is responsible for inspecting the Multiclone. The operator uses the inspection sheet, OM 2-04C, to record the results of the inspection.

AIR TO AIR HEAT EXCHANGER

The Trunnion Operator is responsible for inspecting the Air to Air Heat Exchanger. The operator uses the inspection sheet, OM 2-04A, to record the results of the inspection.

VENTURI SCRUBBER

The Trunnion Operator is responsible for inspecting the Venturi Scrubber. The operator uses the inspection sheet, OM 2-04A, to record the results of the inspection.

MIST ELIMINATOR

The Trunnion Operator is responsible for inspecting the Mist Eliminator. The operator uses the inspection sheet, OM 2-04A, to record the results of the inspection.

ID AND FD FANS

The Kiln Burner Operator is responsible for continually monitoring the ID and FD fans system and the Kiln Shift Supervisor and Trunnion Operator conduct random visual inspections of the system.

Insure instrumentation that measures the above mentioned machinery is operating correctly. Call I&E if problematic.

KILN FIELD OPERATORS SHIFT REPORT

NAME _____ DATE _____ SHIFT _____

SUPERVISORS SIGNATURE: _____

WATER READINGS AND SILO LEVELS

QUARRY/CITY WATER READINGS	START	END	GALLONS
KILN1 QUARRY/CITY WATER TOTALIZER			
KILN 1 CAUSTIC TOTALIZER			
KILN 2 QUARRY/CITY WATER TOTALIZER			
KILN 2 CAUSTIC TOTALIZER			
SODA ASH MAKE-UP TOTALIZER			
LIME SILO LEVEL	TIME		
SODA ASH SILO LEVEL	TIME		

KILN 1	OIL LEVEL OK	AMOUNT ADDED	SEAL OK	KILN 2	OIL LEVEL OK	AMOUNT ADDED	SEAL OK
PIER 1 NE				PIER 1 NE			
PIER 1 SE				PIER 1 SE			
PIER 1 NW				PIER 1 NW			
PIER 1 SW				PIER 1 SW			
PIER 2 NE				PIER 2 NE			
PIER 2 SE				PIER 2 SE			
PIER 2 NW				PIER 2 NW			
PIER 2 SW				PIER 2 SW			
NOTE PIER 1 IS DISCHARGE PIER				PIER 3 NE			
				PIER 3 SE			
				PIER 3 NW			
				PIER 3 SW			

DO OIL DRUMS NEED TO BE EMPTIED AT KILN 2?	PIER 1	PIER 2	PIER 3
KILN 1 PIERS CLEAN			
KILN 2 PIERS CLEAN			
KILN 1 TRUNNION DRIP TRAYS CLEAN			
KILN 2 TRUNNION DRIP TRAYS CLEAN			

BULL GEAR, PINNION GEAR AND DUST SEAL INSPECTIONS

	KILN 1	KILN 2	
KILN 1 BULL GEAR GREASED AND KILN 2 OIL LEVEL KILN 2 OIL LEVEL CHECKED			WAS OIL ADDED TO KILN2 GEAR
PINION BEARINGS (EAST AND WEST) GREASED			
# OF FEED SEALS MISSING			
# OF DISCHARGE SEALS MISSING			
KILN 1 ANY MAINTENANCE REQUIRED IN THIS AREA			
KILN 2 ANY MAINTENANCE REQUIRED IN THIS AREA			

LIME FEEDERS, ROTARY VALVES AND BLOWER INSPECTION- RECORD ALL CHANGES

*USE ADDITIONAL SHEETS AS REQUIRED

FEEDING KILN	TIME	SETTING *NOT FROM WAP 2- ACTUAL SETTING*	LIME FEEDER	ROTARY VALVE	BLOWER SELECTED
KILN 1		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 2		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 1		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 2		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 1		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 2		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 1		_____lbs./hr	1 2 3	ON OFF	A B C D
KILN 2		_____lbs./hr	1 2 3	ON OFF	A B C D

ARE ALL LIME FEEDERS GUARDED- REPORT CONDITION

IS LIME SILO CLEAN AND FREE OF SPENT LIME- REPORT CONDITION

IS ANY MAINTENANCE REQUIRED IN THIS AREA

NAME: _____

DATE: _____

SHIFT: _____

SCRUBBER SYSTEM INSPECTION

				KILN 1			KILN 2		
				NORTH	OR	SOUTH	NORTH	OR	SOUTH
RECYCLE PUMP RUNNING									
RECYCLE PUMP LEAKING				YES	OR	NO	YES	OR	NO
BLOWDOWN PUMP LEAKING				YES	OR	NO	YES	OR	NO
KILN 1 QUENCH WATER SETTINGS				1		2		3	4
KILN 1 MIST PAD WATER SETTING				*NOTE-READINGS TO BE TAKEN AT CENTER OF FLOAT TOTAL QUENCH FLOW SHOULD BE 8 TO 10 GPM					
KILN 2 QUENCH WATER SETTINGS				1		2		3	4
KILN 2 MIST PAD WATER SETTINGS									
KILN 1 QUENCH PUMP RUNNING		YES OR NO		KILN 1 EMERGENCY QUENCH VALVES OPEN				YES OR NO	
KILN 2 QUENCH PUMP RUNNING		YES OR NO		KILN 2 EMERGENCY QUENCH VALVES OPEN				YES OR NO	
KILN 1 SCRUBBER- IS ANY MAINTENANCE REQUIRED IN THIS AREA?									
KILN 2 SCRUBBER- IS ANY MAINTENANCE REQUIRED IN THIS AREA?									

SODA ASH BUILDING

				KILN 1	KILN 2	TIME	CONCENTRATION
NORTH PUMP FEEDING KILN		IS PUMP LEAKING		YES NO			
SOUTH PUMP FEEDING KILN		IS PUMP LEAKING		YES NO			
SODA ASH SCREW-REPORT CONDITION		ARE ALL COVERS IN PLACE		YES NO			
		ARE ALL GUARDS IN PLACE		YES NO			
SODA ASH MIXERS RUNNING- REPORT CONDITION							
IS ANY MAINTENANCE REQUIRED IN THIS AREA							

HEAT EXCHANGER FANS, PRIMARY AIR FANS, KILN 2 DRIVE AND SILO HEAT INSPECTION

KILN 1 UPPER HEAT EXCHANGER FAN GREASED	YES NO	KILN 1 LOWER HEAT EXCHANGER FAN GREASED	YES NO
KILN 2 HEAT EXCHANGER FAN GREASED	YES NO	KILN 1 LOWER (OLD) FAN RUNNING	YES NO
KILN 1 UPPER(NEW) FAN SETPOINT	HZ	KILN 2 MAIN DRIVE SETPOINT	HZ

KILN 2 HEAT EXCHANGER SETPOINT	HZ	K1 SHALE SILO HEAT RUNNING	YES NO
KILN 1 PRIMARY AIR FAN SETPOINT	HZ	IS ANY MAINTENANCE REQUIRED IN THESE AREAS?	
KILN 2 PRIMARY AIR FAN SETPOINT	HZ		

NAME: _____ DATE: _____ SHIFT: _____

RAW SHALE BELTS INSPECTION

	KILN 1 TOP	KILN 1 BOTTOM	KILN 2 TOP	KILN 2 MIDDLE	KILN 2 BOTTOM
SHALE BELTS AND SPLICES IN WORKING CONDITION	YES NO	YES NO	YES NO	YES NO	YES NO
ROLLERS AND RETURNS IN WORKING CONTITION	YES NO	YES NO	YES NO	YES NO	YES NO
WIPERS IN PLACE AND IN GOOD CONDITION	YES NO	YES NO	YES NO	YES NO	YES NO
HEAD PULLEYS AND TAIL PULLEYS GREASED	YES NO	YES NO	YES NO	YES NO	YES NO
KILN 1 ALL CONVEYOR COVERS AND GUARDS IN PLACE	YES NO	YES NO	YES NO	YES NO	YES NO
KILN 2 ALL CONVEYOR COVERS AND GUARDS IN PLACE			YES NO	YES NO	YES NO
ROTARY VALVE- SHALE FEED FOR KILN 1 REPORT CONDITION			ARE GUARDS IN PLACE		YES NO
ROTARY VALVE- SHALE FEED FOR KILN 2 REPORT CONDITION			ARE GUARDS IN PLACE		YES NO
URATE FEEDER FOR KILN 1 PORT CONDITION			ARE GUARDS IN PLACE		YES NO
ACCDURATE FEEDER FOR KILN 2 REPORT CONDITION			ARE GUARDS IN PLACE		YES NO
KILN 1 SHALE FEED- IS ANY MAINTENANCE REQUIRED IN THIS AREA					
KILN 2 SHALE FEED- IS ANY MAINTENANCE REQUIRED IN THIS AREA					

COOLER SYSYTEM AND COOLER FAN INSPECTION

COOLERS AND COOLER FANS	KILN 1	KILN 2
COOLER DRIVE SYSTEM GREASED	YES NO	YES NO
BARRON EXHAUST SYSTEM GREASED	YES NO	YES NO
EAST COOLER FAN GREASED	YES NO	YES NO
WEST COOLER FAN GREASED	YES NO	YES NO
KILN COOLER AREAS CLEANED	YES NO	YES NO
COOLER SCREWS RUNNING NORTH	YES NO	YES NO

COOLER SCREW RUNNING SOUTH	YES NO	YES NO
DUST DRUMS EMPTIED	YES NO	YES NO
KILN 1 COOLER- IS ANY MAINTENANCE REQUIRED IN THIS AREA		
KILN 2 COOLER- IS ANY MAINTENANCE REQUIRED IN THIS AREA		

NAME: _____ DATE: _____ SHIFT: _____

CLINKER BELTS AND TUNNEL INSPECTION

	KILN 1	KILN 2
BELTS AND SPLICES IN GOOD CONDITION	YES NO	YES NO
HEAD PULLEYS AND TAIL PULLEYS GREASED AND GUARDED	YES NO	YES NO
ROLLERS AND RETURN IN GOOD CONDITION AND GUARDED	YES NO	YES NO
WIPERS IN PLACE AND IN GOOD CONDITION	YES NO	YES NO
PUMP IN TUNNEL IN GOOD CONDITION	YES NO	YES NO
WAS PUMP CHANGED OUT ON YOUR SHIFT	YES NO	YES NO
CLINKER BELT WATER SPRAYS	ON OFF	ON OFF
CLINKER BELT HEAD BOX WATER SPRAYS	ON OFF	ON OFF
TUNNEL CLEAN AT START OF SHIFT	YES NO	YES NO
TUNNEL CLEAN AT END OF SHIFT	YES NO	YES NO
ALL CONVEYOR COVERS IN PLACE	YES NO	YES NO
KILN 1 – ANY MAINTENANCE REQUIRED IN THIS AREA		
KILN 2- ANY MAINTENANCE REQUIRED IN THIS AREA		

AIR COMPRESSORS AND PORTABLE AIR COMPRESSORS

	KILN 1	KILN 2
OIL LEVEL CHECKED	YES NO	YES NO
HOW MUCH OIL WAS ADDED		
AIR COMPRESSOR TEMP		
AIR DRYERS AND AFTERCOOLERS WORKING	YES NO	YES NO

DRYER RELIEF VALVE WORKING PROPERLY	YES NO	YES NO
PORTABLE COMPRESSOR RUNNING	YES NO	YES NO
FLUIDS CHECKED IN PORTABLE	YES NO	YES NO
PORTABLE RE-FUELED FOR NEXT SHIFT	YES NO	YES NO
ANY MAINTENANCE REQUIRED IN THIS AREA		

NAME: _____ DATE: _____ SHIFT: _____

SUPERVISOR DAILY KILN INSPECTION

INSPECTIONS TO BE DONE TWICE A SHIFT

KILN # 1

DATE _____ TIME _____ OUTSIDE TEMP _____ Supv. Init. _____

Thrust Button Contact Uphill _____ Sec. Down Hill _____ Sec.

Thrust Button Housing Temp Uphill _____ Down Hill _____

Feed Pier Temperature SE _____ NE _____ SW _____ NW _____

Discharge Pier Temperature SE _____ NE _____ SW _____ NW _____

Shell Condition _____

Comments _____

INSPECTIONS TO BE DONE TWICE A SHIFT

KILN # 1

DATE _____ TIME _____ OUTSIDE TEMP _____ Supv. Init. _____

Thrust Button Contact Uphill _____ Sec. Down Hill _____ Sec.

Thrust Button Housing Temp Uphill _____ Down Hill _____

Feed Pier Temperature SE _____ NE _____ SW _____ NW _____

Discharge Pier Temperature SE _____ NE _____ SW _____ NW _____

Shell Condition _____

Comments _____

SUPERVISOR DAILY KILN INSPECTION

INSPECTIONS TO BE DONE TWICE A SHIFT

KILN # 2

DATE _____ TIME _____ OUTSIDE TEMP _____ Supv. Init. _____

Thrust Button Contact Uphill _____ Sec. Down Hill _____ Sec.

Thrust Button Housing Temp Uphill _____ Down Hill _____

Feed Pier Temperature SE _____ NE _____ SW _____ NW _____

Center Pier Temperature SE _____ NE _____ SW _____ NW _____

Discharge Pier Temperature SE _____ NE _____ SW _____ NW _____

Shell Condition _____

Other Observations _____

INSPECTIONS TO BE DONE TWICE A SHIFT

KILN # 2

DATE _____ TIME _____ OUTSIDE TEMP _____ Supv. Init. _____

Thrust Button Contact Uphill _____ Sec. Down Hill _____ Sec.

Thrust Button Housing Temp Uphill _____ Down Hill _____

Feed Pier Temperature SE _____ NE _____ SW _____ NW _____

Center Pier Temperature SE _____ NE _____ SW _____ NW _____

Discharge Pier Temperature SE _____ NE _____ SW _____ NW _____

Shell Condition _____

Other Observations _____

KILN DUST LEVEL INSPECTION LOG

KILN 1 BAGHOUSE	TIME 1	MOD A	MOD B	MOD C	TIME 2	MOD A	MOD B	MOD C	KILN 1 MULTICLONE	HOPPER LEVEL	HOPPER LEVEL
DIFFERENTIAL PRESSURE (IN MCC)									TIME 1	UPPER	LOWER
OUTLET TEMPERATURE (IN MCC)									TIME 2	UPPER	LOWER
SUCTION LEVEL LOW, MIDDLE, HIGH, NONE									ROTARY VALVE ON	YES OR NO	
ROTARY VALVE RUNNING									RV MAINT NEEDED	YES OR NO	
ROTARY VALVE ADJUSTMENT MADE									BLOWER SELECTED	EAST OR WEST	
VAC TRUCK LOADS TAKEN											
ROTARY VALVE MAINTENANCE NEEDED											
BAGHOUSE BLOWER SELECTED	NORTH OR SOUTH				NORTH OR SOUTH						
BAGHOUSE DUST LINES TO SILO-MAINTNENANCE NEEDED-											
MULTICLONE DUST LINES TO SILO-MAINTENANCE NEEDED-											

KILN 2 BAGHOUSE	TIME 1	MOD A	MOD B	MOD C	TIME 2	MOD A	MOD B	MOD C	KILN 2 MULTICLONE	HOPPER LEVEL	HOPPER LEVEL
DIFFERENTIAL PRESSURE (IN MCC)									TIME 1	UPPER	LOWER
OUTLET TEMPERATURE (IN MCC)									TIME 2	UPPER	LOWER
SUCTION LEVEL LOW, HIGH, NONE									ROTARY VALVE ON	YES OR NO	
ROTARY VALVE RUNNING									RV MAINT NEEDED	YES OR NO	
ROTARY VALVE ADJUSTMENT MADE									BLOWER SELECTED	EAST OR WEST	
VAC TRUCK LOADS TAKEN											
ROTARY VALVE MAINTENANCE NEEDED											
BAGHOUSE BLOWER SELECTED	NORTH OR SOUTH				NORTH OR SOUTH						
BAGHOUSE DUST LINES TO SILO- MAINTENANCE NEEDED-											
MULTICLONE DUST LINES TO SILO-MAINTENANCE NEEDED-											

WAS THE VAC TRUCK CLEAN AND READY FOR YOUR USE?
DID YOU EMPTY AND CLEAN VAC TRUCK AFTER YOUR USE?

WAS THE EQ ROOM CLEAN AT THE BEGINNING OF YOUR SHIFT ?	
DID YOU CLEAN FILTER BASKETS DURING YOUR SHIFT?	
LIQUID WASTE DRUM LEVEL ¼ ½ ¾ FULL	PPE WASTE DRUM LEVEL ¼ ½ ¾ FULL
IS EQ ROOM CLEAN AT END OF SHIFT ? ***	ARE DRUMS AND PAILS PROPERLY LABELED?
*** REQUIRES 1 EMPTY PAIL, DRIP PANS CLEAN AND NO USED PPE	



NORLITE CORPORATION

Policy Number: OM 3-01

Effective Date: 9/03

PREVENTIVE MAINTENANCE PROGRAM

I. PURPOSE

Provide a consistent and reliable system for the preventive maintenance of plant systems and equipment.

II. SCOPE

Norlite Corporation Facility.

III. RESONSIBILITIES

The maintenance manager has the overall responsibility of the preventive maintenance program.

IV. PROCEDURES

The preventative maintenance system is made up of the following components.

PM Work Orders

A group of preventative maintenance (PM) work orders have been generated for plant systems and equipment. As new equipment is added to the plant, or if experience shows the plant equipment needs additional or different preventative maintenance, new PM work orders are added to the system or existing PM work orders are changed to meet the new requirements.

The PM work orders are divided into the following frequency

Weekly, Monthly, Bi-Monthly, Quarterly, Semi-Annual, and Annual

Each PM work order list the inspection or maintenance activity required.

PM Summary

The PM summary is a file that shows the status of all PM work orders issued.

As a PM work order is generated, the PM summary is updated to show the issue date of that particular PM work order.

When the PM work order is completed, the PM summary is updated to show the completion date

PM Work Order File

After the completed PM work order is entered into the PM summary, the hard copy is filed for future reference.



NORLITE CORPORATON

Policy Number: OM 3-02

Effective Date: 9/03

CORRECTIVE MAINTENANCE PROGRAM

I. PURPOSE

Provide a consistent and reliable system for the corrective maintenance of plant systems and equipment.

II. SCOPE

Norlite Corporation Facility.

III. RESONSIBILITIES

The maintenance manager has the overall responsibility of the preventive maintenance program.

IV. PROCEDURES

The corrective maintenance system is made up of the following components.

Routine Inspections

All operating areas perform routine inspections daily. Equipment problems noted on these inspections are addressed immediately or added to the area work list for completion during future overhaul periods

Work list

The work list is divided into the major plant areas such as Kiln 1, Kiln 2, Fuel Farm, Waste Water Treatment, etc.

In addition, each area division is made up of two groups of information.

Outage Routines

The outage routine is the day to day schedule used to coordinate maintenance activities and personnel during plant shutdowns.

The outage routine is generated using the area work list future maintenance and repair entries.

When the outage is over, the outage routine is used to update the work list completed maintenance and repair entries.

Outage Routine File

At the end of an area outage, a hard copy of the complete outage routine is filed for future reference.



NORLITE CORPORATION

Policy Number: OM 3-03

Effective Date: 9/03

SPARE PARTS MAINTENANCE PROGRAM

I. PURPOSE

Provide a consistent and reliable system for the control and replacement of spare parts involved in the maintenance of plant systems and equipment.

II. SCOPE

Norlite Corporation Facility.

III. RESONSIBILITIES

The maintenance manager has the overall responsibility of the spare parts maintenance program.

IV. REFERENCES

Spare parts for the plant equipment are controlled as follows.

Equipment List

The equipment list is a file of equipment repair parts. The equipment list includes stocked and non-stocked parts.

As new equipment is added to the plant systems, or as additional repair part requirements are identified, the file is updated.

Parts Ordering

Parts are ordered as follows.

When a maintenance or repair requirement is added to the corrective maintenance work list, the parts requirements are evaluated and the spare parts stock is checked to verify part availability. If the parts required are not stocked on site, the parts are ordered and staged for the next available outage.

At the end of each area outage, the outage routine is used to generate a parts replacement order based on input from the personnel who performed the actual repairs.

The day to day maintenance activity is reported to the maintenance supervisor. This report includes any spare parts used to complete the repairs. The maintenance supervisor orders and stores the spare parts upon receipt.

Frame Assy, cooler window air seal	FFC Minerals	111-305-6797-00	111-10-5-6947-03	800-523-9482	Block House	NEW + 1 USE1	0
Packing, tel. cooler shaft air seal, 3-15/16" Dia	FFC Minerals	111-10-5-6947-03	111-10-5-6947-03	800-523-9482	Block House	2	2
Pin, shear, cooler shaft air seal, 5" Dia	FFC Minerals	111-58-1-0346-01	111-58-1-0346-01	800-523-9482	Block House	2	2
Plate, grate, filter, universal, cast steel	Tempform Corp.	TC5000-U1	TC5000-U1	800-523-9482	Pole Barn	30	4
Plate, grate, RPT (pocket), center, stainless	Tempform Corp.	LE-55PC-1	LE-55PC-1	800-523-9482	Pole Barn	10	5
Plate, grate, RPT (pocket), LH, stainless	Tempform Corp.	LE-55PC-1	LE-55PC-1	800-523-9482	Pole Barn	15	2
Plate, grate, RPT (pocket), RH, stainless	Tempform Corp.	LE-55PC-1	LE-55PC-1	800-523-9482	Pole Barn	14	1
Plate, side casting, LH, kin cooler, cast stl.	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Plate, side casting, RH, kin cooler, cast stl.	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Plate, coupling, kin cooler, cast stl.	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Ball assembly, kin cooler, cast stl.	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Wheel Assy, 1/2" bore, cooler wheel shaft	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Wheel Assy, 1/2" bore, cooler crosshead shaft	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Wicket, cooler, inspection window cover	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Air Handling Unit	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Barrier Fluid Receiver	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Beating, 100C & 200C Pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Beating, Vacuum Pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Beating, Vacuum Pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Beating, 100C & 200C pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Belt, "V" Gear pump, Frac	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Bottle, Sample	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Bushing, Godwin Pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Casting, Impeller, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Casting, Impeller, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling Insert, Barrel Augur	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling Insert, Oil Unloading	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling, Hub, Barrel Augur Drive (Both Sides)	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling, Hub, No. 2 Fuel Oil Pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling sleeve, FF Building Heating Pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling sleeve, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling sleeve, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Coupling, Oil Unloading, both halves	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Cover, Inspection, Godwin Pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Cover, rear, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Cover, rear, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Disphragm, Air Pump (2")	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Filter, FF Godwin Unloading Pump Piping	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gasket, gland, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gasket, gland, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gasket, Impeller, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gasket, Impeller, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gasket, rear cover, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gasket, rear cover, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gauge, pressure, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Gauge, pressure, FF outside tank	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Handle, Valve, Inside Tank	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Impeller, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Impeller, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Nut, FF Godwin Pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
O-ring, FF Lower Pad pumps Bearing Carriers	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
O-ring, FF Lower Pad pumps Bearing Hsg Adapter	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
O-ring, FF Lower Pad pumps Bearing Hsg Adapter	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pin, Adjusting, Godwin Pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pin, Retaining, Godwin Pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Plate, backing, FF LGF Godwin pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pressurizing system, FF, Cabinet N2 Purge	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pump, Anti-freeze	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pump, Lower Pad, Outside Tk. 300 - 600	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pump, Off-load	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Pump, Waste Oil	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Rupture Disc, FF Inside Tank, 200A Only	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Rupture Disc, FF Inside Tanks	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Rupture Disc, FF Outside Tanks	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Seal, FF Inside LGF pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Seal, FF lower pad pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Seal, FF waste oil pump	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Shift, pump, FF LGF Godwin pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Shift, pump, FF Mission Pump Barrier Fluid	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Sleeve Assy, shaft, A & B pumps	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Universal Joint, Barrel Augur	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Valve, ball, 4" - 150# flanged, full port	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Valve, ball, FF, 1-1/2" Flanged Ball restrictors	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47
Valve, check, FF, Unloading Pump Nitrogen Prime	Tempform Corp.	LE-55PC-1R	LE-55PC-1R	800-523-9482	Pole Barn	14	47

Mixer, pneumatic, WW iron sulfate	WW	DA-2	56363-2 & 56363-4 2 hp. Air motor rebuilding kit - Gast Mfg. Corp. K208	800-335-4881
Mixer, WW EQ tank	WW	PV-4 PTO	95SDJ0300 Order # 14744	717-832-8873
Mixer, WW overflow collection tank	WW	PV-4 PTO	95SDJ0301 Order # 14744	717-832-8873
Mixer, WW sludge collection tank	WW	PV-4 PTO	95SDJ0299 Order # 14744	717-832-8873
O-ring, WW	WW	11201B	STK NO. 2DC09	518-383-2244
Pressing accessory kit WW Quincey air comp	WW	901DFHG32359X		518-866-1414
Pressure Switch / unloader, WW polymer mixer	WW	K234-3002		800-862-6466
Pulley, WW polymer mixer, drive	WW	7071901	12 teeth, 3/8" bore, set screw, aluminum	800-862-6466
Pump, Acid Metering	WW	E1-1613B-69A54	EVO3311 1 Head Kit #6176176123-PPZ, plunger kit #6176176160, head at	518-383-2244
Pump, Bleach Metering, Backup (large)	WW	L122-44	95090587 Uses spare parts kit #1N SP U1118 GPD, 80 psi	518-383-2244
Pump, Bleach Metering, Primary (small)	WW	A181-95S	92046763 Uses spare parts kit #1N SP U1118 GPD, 80 psi	518-383-2244
Pump, Bleach Metering, Primary (small)	WW	A181-95S	93098614 Uses spare parts kit #1N SP U1118 GPD, 80 psi	518-383-2244
Pump, Caustic Metering	WW	E1-16075-62A34	EVO3312 Head Kit #6176176123-SS1, plunger kit #6176176160, head at	518-383-2244
Pump, Effluent	WW	1K3x1 5-92RV76	413155 & 413156 Mark III, P.O. #954257-00, EQ. # PC4629A & B	518-383-2244
Pump, Equalization	WW	1K1 5X1-62 RV/37	413154 & 413153 Mark III, P.O. # -00, EQ. # PC -A & B	518-383-2244
Pump, Iron Sulfate	WW	SB1-A Type SB-4-A	528478 SandPIPER pneumatic diaphragm pump .35 gpm	518-383-2244
Pump, Over Flow Collection	WW	1K1 5X1-82 RV/62	413825 & 413157 Mark III, P.O. #954257-00, EQ. # PC-4624A & B	518-383-2244
Pump, QW Clean Water	WW	1K3x1 5-52RV	Mark III	518-383-2244
Pump, Sludge	WW	EB2-M	489284 SandPIPER pneumatic diaphragm pump	518-383-2244
Rebuild kit, WW iron pump pilot valve	WW	031-060-000	Used on SandPIPER SB1-A Type SB-4-A	518-383-2244
Rebuild kit, WW sludge pump air end	WW	476-100-000	For SandPIPER EB-2-M pump, includes pilot valve kit	518-383-2244
Rebuild kit, WW sludge pump pilot valve	WW	031-055-000	For SandPIPER EB-2-M pump, included in air end kit	518-383-2244
Regulator, pressure, WW air compressor	WW	WK-R30-08-G00	0-120 psig out, 300 psig max in, 1" female I/O	518-371-4401
Seal, WW Eff. pump	WW	SMEC105465	1-3/8", 1g Carbide rotary/SI Carbide O-ring seal	518-423-2081
Seal, WW EQ pump	WW	SMEC122543	1-3/8", 1g Carbide rotary/SI Carbide O-ring seal	518-423-2081
Seal, WW overflow collection pump	WW	SMEC104500A	2 required on SandPIPER SB1-A Type 4, Buna N	518-423-2081
Seat, ball check, WW iron pump	WW	722-026-580	4 required on SandPIPER EB2-M, neoprene rubber	518-383-2244
Seat, ball check, WW sludge pump	WW	722-040-365	Clear, flexible PVC tubing, 3/4" ID x 1.0" OD	732-326-3200
Sight tube, WW HCL tank	WW	5233K71	Used on LMI model A181-95S metering pump	518-383-2244
Valve, 4 function, WW small bleach pump	WW	28022	2-1/2" PVC, EPDM seal	518-235-1610
Valve, ball, WW Effluent	WW			
Valve, pressure release, WW filter press	WW			
Valve, selector, WW Filter Press	WW			
Tubing, PVC, 3/4"	WW	20-4001A100		
Tubing, PVC, 1"	WW	Norgren P/N 375-02-081-44		
	WWTP	K101-1216		
	WWTP	K101-1620		
	WWTP	Applied		



NORLITE CORPORATION

Policy Number: OM 3-04

Effective Date: 9/03

PERFORMING DAILY, WEEKLY AND MONTHLY CALIBRATIONS

I. PURPOSE

Provide a consistent and reliable procedure for the daily, weekly and monthly calibration of emissions equipment.

II. SCOPE

Continuous Emissions Monitoring Equipment

III. RESONSIBILITIES

Instrumentation and Electrical Department

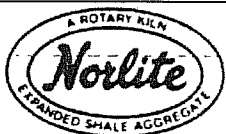
IV. PROCEDURES

See SOP's OM 3-07A thru OM 3-07I for procedures on how to perform calibrations.

See attachment OM 3-04A for the frequency of calibrations performed on each piece of equipment.

The Relative Accuracy Test Audits (RATA's) will be performed during the First Quarter of each year.

The quarterly Cylinder Gas Audits (CGA's) will be performed during the Second, Third and Fourth Quarter's of each year.



NORLITE CORPORATON
Policy Number: OM 3-05
Effective Date: 9/03

INSTRUMENT TAG NUMBERS

I. PURPOSE

Provide a list of instrument tag numbers.

II. SCOPE

Instrumentation Tags

III. RESONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

Refer to Attachment OM 3-04A for list of instrument tag numbers.



NORLITE CORPORATON
Policy Number: OM 3-06
Effective Date: 9/03

PREVENTIVE MAINTENANCE-EMISSIONS EQUIPMENT

I. PURPOSE

Provide a consistent and reliable procedure on and when preventive maintenance is done on emission equipment.

II. SCOPE

Preventive Maintenance of Emissions Equipment

III. RESONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

Preventive maintenance (pm's) is performed monthly and during planned kiln shutdowns. PM's will be completed on the following components.

Pressure Taps

The pressure taps are to be cleaned by reaming the inside of the tube out and making sure it is clear of material buildup or debris.

Drives

Clean the drives using a nitrogen blowout system.

Filters

Clean the filters by blowing them with air, rinse them off or replace them, depending on their condition.

Flowmeters

Flowmeters will be cleaned using a 50% HCL solution. Scrub the inside of the flowmeter with the solution until clean.

Scrubbers

Refer to Norlite Corporation Best Management Practices Plan (BMP), Appendix F, 2.3.4 for procedures.

Plugged Line

Take line out of service and flush line and fitting with solution of Acetic Acid. After Acetic Acid, rinse with water and replace parts. Place line back into service.



NORLITE CORPORATON

Policy Number: OM 3-07A

Effective Date: 9/03

Revised: 10/03

LOW PRESSURE CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Low Pressure settings. (instrument calibrated in inches of water)

II. SCOPE

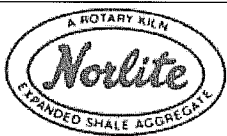
Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Attach communication device to transmitter.
2. Close isolation valves.
3. Attach pump and pressure calibrator to Hi side of pressure sensor.
4. Open Lo side of pressure sensor.
5. Open pump valve to check zero-take readings from communication device.
6. Close pump valve and pup up pressure to $\frac{1}{4}$ upper range value-take readings.
7. Pump pressure to $\frac{1}{2}$ upper range value-take readings.
8. Pump pressure to $\frac{3}{4}$ upper range value-take readings.
9. Pump pressure to upper range value-take readings.
10. If readings are out of drift, adjust transmitter to pressure calibrator readings.
11. Put equipment back to normal operating condition.



NORLITE CORPORATON

Policy Number: OM 3-07B

Effective Date: 9/03

Revised: 10/03

HIGH PRESSURE CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for High Pressure settings. (instrument calibrated in pounds per square inch)

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Attach communication device to transmitter.
2. Close isolation valves.
3. Attach pump and pressure calibrator to Hi side of pressure sensor.
4. Open pump valve to check zero-take readings from communication device.
5. Close pump valve and pump up pressure to $\frac{1}{4}$ upper range valve-take readings.
6. Pump pressure to $\frac{1}{2}$ upper range value-take readings.
7. Pump pressure to $\frac{3}{4}$ upper range value-take readings.
8. Pump pressure to upper range value-take readings.
9. If readings are out of drift, adjust transmitter to pressure calibrator readings.
10. Put equipment back to normal operating condition.



NORLITE CORPORATON

Policy Number: OM 3-07C

Effective Date: 9/03

Revised: 10/03

TEMPERATURE THERMOCOUPLE CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Temperature Thermocouple settings.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Attach communication device to transmitter.
2. Take sensor wires off transmitter and attach wires from temperature simulator in their place.
3. Dial in Low range value on temperature simulator-take readings from communications device.
4. Dial in value $\frac{1}{4}$ of upper range value-take readings.
5. Dial in value $\frac{1}{2}$ of upper range value-take readings.
6. Dial in value $\frac{3}{4}$ of upper range value-take readings.
7. Dial in upper range value-take readings.
8. Adjust transmitter if necessary.
9. Put equipment back to normal operating condition.



NORLITE CORPORATON
Policy Number: OM 3-07D
Effective Date: 9/03
Revised: 10/03

SCRUBBER FLOW CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Scrubber Flow settings.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Remove transmitter cover.
2. Unplug transmitter power and communication ribbon connector.
3. Attach simulator ribbon connector and power plug from simulator.
4. Plug in simulator to outlet power.
5. Dial simulator to Low range signal-take readings from amp meter and transmitter.
6. Dial in signal $\frac{1}{4}$ of upper range value-take readings.
7. Dial in signal $\frac{1}{2}$ of upper range value-take readings.
8. Dial in signal $\frac{3}{4}$ of upper range value-take readings.
9. Dial in signal for upper range value-take readings.
10. If readings are out of drift, adjust transmitter to simulator signal reading.
11. Put equipment back to normal operating conditions.



NORLITE CORPORATON

Policy Number: OM 3-07E

Effective Date: 9/03

Revised: 10/03

INDUCED DRAFT FAN CURRENT CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Induced Draft (ID) Fan Current settings.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Clamp amp clamp around each drive output wire-take readings.
2. Take amp reading from control room computer.



NORLITE CORPORATON

Policy Number: OM 3-07F

Effective Date: 9/03

Revised: 10/03

FLOWS (MICROMOTION) CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Flows (Micromotion) settings.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Attach communication device to transmitter.
2. Change output reading from gallons per minute to pounds per minute.
3. Zero the totalizer.
4. Weigh bucket for tare weight.
5. Take sample in the basket and weigh-write down reading.
6. Write down totalizer reading form communication device and zero totalizer.
7. Take three samples and average.
8. If sample average and totalizer average is out of drift-redo test.
9. Put equipment back to normal operating condition.



NORLITE CORPORATON

Policy Number: OM 3-07G

Effective Date: 9/03

Revised: 10/03

DAILY pH (SCRUBBER) CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Daily pH (Scrubber) settings.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Calibrate hand held pH tester.
2. Clean pH probes with acid.
3. Take sample of scrubber water and test with hand held tester.
4. Check reading against transmitter reading.
5. If readings are out of drift, attach communication device to the transmitter and standardize.
6. Two point calibrate if a new probe is installed.



NORLITE CORPORATON

Policy Number: OM 3-07H

Effective Date: 9/03

Revised: 10/03

SHALE FEED CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Shale Feed settings.

II. SCOPE

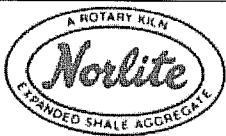
Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Close silo plate to shut off shale feed and auto zero feeder.
2. Weigh buckets for tare weight.
3. Calculate belt speed by averaging three tachometer readings.
4. Open silo plate.
5. Take three shale sample grabs and average the weights.
6. Calculate the tons per hour and compare this to the current shale set point.
7. If the readings are not within drift, adjust the feeder and take two more sample grabs.
8. Put equipment back to normal operating condition.



NORLITE CORPORATON

Policy Number: OM 3-07I

Effective Date: 9/03

Revised: 10/03

LIME FEEDER CALIBRATION

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Lime Feeder settings.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Run feeder at designated setting.
2. Measure revolutions per minute of Helix drive shaft.
3. Calculate output of feeder.
4. Compare output of feeder to target weight-if outside drift, adjust drive speed.
5. Put equipment back to normal operating condition.



NORLITE CORPORATON

Policy Number: OM 3-07J

Effective Date: 9/03

Revised: 10/03

SCRUBBER TANK LEVEL

I. PURPOSE

Provide a consistent and reliable procedure for the calibration of equipment for Scrubber Tank Level settings.

II. SCOPE

Continuous Monitoring Systems

III. RESONSIBILITIES

Instrumentation and Electrical Department

IV. PROCEDURES

1. Attach communication device to transmitter.
2. Close isolation valves.
3. Open drain valve to Hi side of pressure sensor: make sure all fluid drains.
4. Close drain valve to Hi side of pressure sensor.
5. Attach pump and pressure calibrator to Hi side of pressure sensor.
6. Open Lo side of pressure sensor (if you are looking at a differential pressure)
7. Open pump valve to check zero-take readings from communication device.
8. Close pump valve and pup up pressure to $\frac{1}{4}$ upper range value-take readings.
9. Pump pressure to $\frac{1}{2}$ upper range value-take readings.
10. Pump pressure to $\frac{3}{4}$ upper range value-take readings.
11. Pump pressure to upper range value-take readings.
12. If reading are out of tolerance, adjust transmitter to pressure calibrator readings.
13. Put equipment back to normal operating condition.
14. See Attachment OM 3-04B for the operational and waste feed cut criteria.



NORLITE CORPORATION
Policy Number: OM 3-07K
Effective Date: 9/03

CONTINUOUS EMISSIONS MONITORING SYSTEM-CALIBRATION

I. PURPOSE

Provide a procedure for the calibration of the Continuous Emissions Monitoring System (CEMS).

II. SCOPE

Continuous Emissions Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURE

Calibration for CO-Low

1. Press and hold the blue CO-Low button on selected unit for 5 seconds. (The unit will automatically zero and span its self.)
2. Adjust the analyzer as necessary.
3. When the calibration is finished print out results.

Calibration for CO-Hi

1. Press and hold the blue CO-High button on selected unit for 5 seconds. (The unit will automatically zero and span its self.)
2. Adjust the analyzer as necessary.
3. When the calibration is finished print out the results.

Calibration for Oxygen

1. Press and hold blue Oxygen button on selected unit for 5 seconds. (The unit will automatically zero and span its self.)
2. Adjust the analyzer as necessary.
3. When the calibration is finished print out the results.



NORLITE CORPORATON

Policy Number: OM 3-07L

Effective Date: 9/03

CONTINUOUS EMISSIONS MONITORING SYSTEM- LINEARITY TEST

I. PURPOSE

Provide a procedure for the linearity test of the Continuous Emissions Monitoring System (CEMS).

II. SCOPE

Continuous Emissions Monitoring Systems

III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURE

1. Perform Daily 24 Hour Cal Check.
2. Check Pressures and Flows for CEMS.
3. Perform online calibration for the analyzer. Zero and Span to Cal Values if needed.
4. Check DARS. Audit field for 20 second time period.
5. Connect audit gas equipment.
6. Record gas cylinder information on data sheet: EPA Protocol Gas, Cal Values, Expiration Date and Pressures.
7. Call Kiln Control Room and notify CEMS is to be placed OUT OF SERVICE for Audit.
8. Place CEM OUT OF SERVICE.
9. Connect Outlet of Audit Gas Cylinder to outlet of Cal Line going to the probe.
10. Start Audit for DARS (Audit Button), (On Screen Lower Right0.
11. Perform 3 Audit runs as follows:
 - Run 1. LOW, MID, HIGH (Check analyzers to see if you have enough gas)
 - Run 2. MID, LOW HIGH
 - Run 3. LOW, MID, HIGH
12. Open 1st Gas Cylinder and flow gas (10 lpm) wait until readings become stable on the Analyzer and DARS. Check Audit results for pass/fail limits (1st Run).
13. Let reading stabilize for 1 minute, Start 2nd Audit Gas, Repeat Step 12.
14. Let reading stabilize for 1 minute, Start 3rd Audit Gas, Repeat Step 12.
15. Perform Run 2 – Repeat Steps 12 – 15.
16. Perform Run 3 – Repeat Steps 12 – 15.
17. Stop Audit when readings return to normal. Print and record data for each run on the Field Data Sheet.
18. If CEMS Passes Linearity Test, disconnect audit equipment, reconnect Cal gas line to CEMS and flow Zero Gas (Blue Button) for 3 minutes. Check for leaks, analyzer should have a stable zero reading.
19. Place CEMS back into SERVICE, Record events in CEMS Log Book. Contact Kiln Control Room.
20. Backup Audit file by: COPYING Audit file from CEDAR to removable zip drive.

NORLITE CALIBRATION ERROR DATA SHEET

SOURCE:	NORLITE CORP.
MONITOR:	
SERIAL NUMBER:	

DATE:	
LOCATION:	
TIME:	

ANALYZER RANGE:	
-----------------	--

CYLINDER	LOW	MID	HIGH
TANK I.D. #			
EXPIRATION			
TANK PSI			

RUN NUMBER	CALIBRATION VALUE	MONITOR RESPONSE	DIFFERENCE		
			LOW	MID	HIGH
1-LOW					
2-MID					
3-HIGH					
4-MID					
5-LOW					
6-HIGH					
7-LOW					
8-MID					
9-HIGH					
MEAN DIFF.					
CAL. ERROR*					

AUDIT POINTS	LOW	MID	HIGH
	0-20%	30-40%	70-80%
CO			
LOW (200 ppm)	0-40 ppm	60-80 ppm	140-160 ppm
HIGH (3000ppm)	0-600 ppm	900-1200 ppm	2100-2400 ppm
OXYEN (25%)	0-2%	8-10%	14-16%

* CAL. ERROR SPECIFICATION	MEAN DIFF.
CO ANALYZER = <5% SPAN CAL. ERR =	_____ X 100
LOW = 10 ppm HIGH = 150 ppm	RANGE
OXYGEN ANALYZER = 0.5%	



NORLITE CORPORATION

Policy Number: OM 3-07M

Effective Date: 6/04

Revision Date: 1/05, 2/05

STACK GAS FLOW METER

I. PURPOSE

Provide a consistent and reliable procedure for the Stack Gas Flow Meter.

II. SCOPE

Stack Gas Flow Meter

III. RESPONSIBILITIES

Compliance/I & E Department

IV. PROCEDURE

MONTHLY

1. The Stack Gas Flow Meter will be visually inspected each month.
 - a. Visually inspect electrical connections, enclosures, electrical cables and the flow element mounting connections for any signs of physical damage and/or deterioration.
 - b. Compare readings from control room to reading in field.

QUARTERLY

1. Each quarter the stack probe will be removed from the stack and cleaned.
 - a. Remove stack probe and clean.
 - b. Look for any signs of damage and/or deterioration.

ANNUAL

1. A RATA will be conducted on an annual basis for certification.
 - a. Certify instrument is in compliance.

NORLITE CORPORATION

INSTRUMENT CALIBRATION DATA SHEET

NAME: STACK GAS FLOW METER KILN #1

MFG: FCI

MODEL#: GF90

SERIAL#: 244110A

CERT. DUE: 11/05

TAG#: FT-5555

LOCATION: KILN 1 MCC

METER READING FIELD:

METER READING CONTROL ROOM:

METER READING DIFFERENCE:

VISUAL INSPECTION (STACK):

VISUAL INSPECTION (ELECTRONICS):

DATE:

INSTRUMENT TECHNICIAN:

DRIFT ACCEPTANCE +/- 5%

COMMENTS:

QUARTERLY CLEANINGS:

MARCH

JUNE

SEPTEMBER

DECEMBER

NORLITE CORPORATION INSTRUMENT CALIBRATION DATA SHEET
--

NAME: STACK GAS FLOW METER KILN #2

MFG: FCI

MODEL#: GF90

SERIAL#: 246163

CERT. DUE: 11/05

TAG#: FT-5555

LOCATION: KILN 2 MCC

METER READING FIELD:

METER READING CONTROL ROOM:

METER READING DIFFERENCE:

VISUAL INSPECTION (STACK):

VISUAL INSPECTION (ELECTRONICS):

DATE:

INSTRUMENT TECHNICIAN:

DRIFT ACCEPTANCE +/- 5%

COMMENTS:

QUARTERLY CLEANINGS:

MARCH

JUNE

SEPTEMBER

DECEMBER



NORLITE CORPORATION
Policy Number: OM 3-07N
Effective Date: 9/03

LIME BLOWERS

I. PURPOSE

Provide a consistent and reliable procedure for the Lime Blowers.

II. SCOPE

Continuous Monitoring Systems

III. RESPONSIBILITIES

I & E Department

IV. PROCEDURE

MONTHLY

1. The Lime Blowers will be visually inspected each month.
 - a. Visually inspect each blower for any signs of physical damage and/or deterioration.
Record any comments on calibration sheet.
 - b. Record flow meter reading on calibration sheet.

NORLITE CORPORATION

INSTRUMENT CALIBRATION DATA SHEET

NAME: VORTEX FLOW METER #1

MFG: YOKOGAWA

FLOW METER READING:

MODEL#: DY

VISUAL INSPECTION:

SERIAL#: 3353B033 2003

DATE:

TAG#: VF-101

LOCATION: LIME SILO

NAME: VORTEX FLOW METER #2

MFG: YOKOGAWA

FLOW METER READING:

MODEL#: DY

VISUAL INSPECTION:

SERIAL#: 3353B034 2003

DATE:

TAG#: VF-102

LOCATION: LIME SILO

NAME: VORTEX FLOW METER #3

MFG: YOKOGAWA

FLOW METER READING:

MODEL#: DY

VISUAL INSPECTION:

SERIAL#: 3353B031 2003

DATE:

TAG#: VF-103

LOCATION: LIME SILO

COMMENTS:



NORLITE CORPORATON
Policy Number: OM 3-08
Effective Date: 9/03

CRITICAL SPARE PARTS

I. PURPOSE

Provide a list of critical spare parts.

II. SCOPE

Critical Spare Parts List

III. RESONSIBILITIES

Instrumentation and Electrical Department

IV. REFERENCES

Refer to attachments OM 3-04C and OM 3-04D.



NORLITE CORPORATON
Policy Number: OM 3-09
Effective Date: 9/03

INSPECTION SCHEDULE

I. PURPOSE

Provide a table that indicates the inspection frequencies of air pollution control (APC) equipment and continuous emissions monitoring (CEM) equipment.

II. SCOPE

APC and CEM equipment

III. RESONSIBILITIES

Kiln Operations and Instrumentation and Electrical Department

IV. PROCEDURES

Below is a table that summarizes the inspection frequencies of the air pollution control (APC) equipment and continuous emissions monitoring (CEM) equipment.

Name	Inspection Frequency
Baghouse Systems	Inspected twice per shift (four inspections/24hrs.)
Multiclones	Inspected twice per shift (four inspections/24hrs.)
Lime Feeders and Blowers	Once per shift.
Scrubber Systems	Once per shift
Soda Ash Building	Once per shift
Heat Exchanger and Primary Air Fans	Once per shift
Raw Shale Belts	Once per shift
Air Compressors	Once per shift
Fuel Farm	Daily
CEM/CMS equipment	Each time instruments are calibrated, they are also inspected. The calibration frequency is located in OM 3-04A. Inspection also occurs during Kiln Shutdowns.

NORLITE CAL. SHEET CHECK LIST KILN 1

NEICVP 1420503

CALIBRATION TITLE	TAG#	INSTRUMENT TITLE	CALIBRATION FREQUENCY	INSTRUMENT ACCURACY ²
BAGHOUSE INLET TEMP	TT-4302	ROSEMOUNT 3044C	Monthly	+/- 0.18 F
BLOWDOWN FLOW	FT-1508	FISCHER PORTER 10D1475	Monthly	+/- 0.5% of flow rate
KILN EXIT TEMP	TT-4303	ROSEMOUNT 3044C	Monthly	+/- 0.18 F
HOOD PRESSURE D/P	DPT-5203	ROSEMOUNT 1151 DP	Monthly	+/- 0.1
I.D. FAN CURRENT	IDF-4301	ABB (ACS 600)	Monthly	± 1.0% of range
LGF FEED RATE	MM-4301	MICROMOTION DL100	Monthly	+/- 0.15% of flow rate
SCRUBBER pH A	4401A	ROSEMOUNT 2081 pH	Daily	+/- 0.02 pH
SCRUBBER pH B	4401B	ROSEMOUNT 2081 pH	Daily	+/- 0.02 pH
SCRUBBER RECIRC FLOW A	FT-4403A	FISCHER PORTER 10D1475	Monthly	+/- 0.5% of flow rate
SCRUBBER RECIRC FLOW B	FT-4403B	FISCHER PORTER 10D1475	Monthly	+/- 0.5% of flow rate
SHALE FEED	AR-4301	ACCURATE MPC200	Monthly	± 0.25–1.0% of rate
VENTURI D/P	DPT-4401	ROSEMOUNT 1151 DP	Monthly	+/- 0.1
SCRUBBER TANK LIQUID LEVEL	LT_101	Rosemount 1151 DP	Monthly	+/- 0.1
DRY SORBENT FEED RATE	Lime_Feed	ACCURATE 602M	Monthly	+/- 2%
DRY SORBENT CARRIER FLOW RATE	Lime_Flow	Yokogawa Model DYA-S1	MONTHLY ¹	na

na-not applicable

¹ -Based on manufactures recommendation, no calibration is needed, but an inspection is conducted.² -Based on manufactures literature.

NORLITE CAL. SHEET CHECK LIST KILN 2

CALIBRATION TITLE	TAG#	INSTRUMENT TITLE	CALIBRATION FREQUENCY	INSTRUMENT ACCURACY ²
BAGHOUSE INLET TEMP	TT-2404	ROSEMOUNT 3044C	Monthly	+/- 0.18 F
BLOWDOWN FLOW	FT-2508	FISCHER PORTER 10D1475	Monthly	+/- 0.5% of flow rate
KILN EXIT TEMP	TT-2105	ROSEMOUNT 3044C	Monthly	+/- 0.18 F
HOOD PRESSURE D/P	DPT-2104	ROSEMOUNT 1151 DP	Monthly	+/- 0.1
I.D. FAN CURRENT	IDF-2401	ABB (ACS 600)	Monthly	± 1.0% of range
LGF FEED RATE	MM-2401	MICROMOTION DL100S223SU	Monthly	+/- 0.15% of flow rate
SCRUBBER pH A	2509A	ROSEMOUNT 2081 pH	Daily	+/- 0.02 pH
SCRUBBER pH B	2509B	ROSEMOUNT 2081 pH	Daily	+/- 0.02 pH
SCRUBBER RECIRC FLOW A	FT-2507A	FISCHER PORTER 10D1475	Monthly	+/- 0.5% of flow rate
SCRUBBER RECIRC FLOW B	FT-2507B	FISCHER PORTER 10D1475	Monthly	+/- 0.5% of flow rate
SHALE FEED	AR-2401	ACCURATE MPC200	Monthly	± 0.25-1.0% of rate
VENTURI D/P	DPT-2303	ROSEMOUNT 1151 DP	Monthly	+/- 0.1
SCRUBBER TANK LIQUID LEVEL	LT_101	Rosemount 1151 DP	Monthly	+/- 0.1
DRY SORBENT FEED RATE	Lime_Feed	ACCURATE 602M	Monthly	+/- 2%
DRY SORBENT CARRIER FLOW RATE	Lime_Flow	Yokogawa Model DYA-S1	MONTHLY ¹	na

na-not applicable

¹ -Based on manufactures recommendation, no calibration is needed, but an inspection is conducted.² -Based on manufactures literature

NORLITE CAL. SHEET CHECK LIST MISC.

APPROVED BY:

[illegible]

Kiln # _____

Date: _____

Norlite Corporation

MACT OPERATING PARAMETER LIMITS
(OPLs)

OM 3-04B

Test Start: _____

Test End: _____

PARAMETER	ALARM SETPOINT	OPCO	WFCO	STATUS	NORLITE SIGN OFF / DATE	NYS DEC SIGN OFF / DATE
INSIDE						
MAXIMUM TOTAL WASTE (LGF) FEED RATE (hra)	9 gpm	10.2 gpm	10.3 gpm	Alarm OPCO WFCO		
MAXIMUM PUMPABLE WASTE FEED RATE (hra)	9 gpm	10.2 gpm	10.3 gpm	Alarm OPCO WFCO		
MAXIMUM SHALE FEED RATE (hra)	21.0 tph	21.0 tph	22.0 tph	Alarm OPCO WFCO		
MAXIMUM FLUE GAS FLOW RATE (ID FAN CURRENT) (hra)	401 amps	403 amps	405 amps	Alarm OPCO WFCO		
MINIMUM SCRUBBER BLOWDOWN RATE (hra)	15.5 gpm	15.2 gpm	15.0 gpm	Alarm OPCO WFCO		
MINIMUM SCRUBBER LIQUID pH (hra) METER: A B	8.0	8.0	7.9	Alarm OPCO WFCO		
KILN PRESSURE ("w.c.)	-0.03" w.c.	-0.02" w.c.	0.0" w.c.	Alarm OPCO WFCO		
CARBON MONOXIDE - LGF (hra)	60 ppm	75 ppm	100 ppm @ 7% O ₂	Alarm OPCO WFCO		
OUTSIDE						
MINIMUM KILN BACK-END TEMPERATURE (hra)	876 °F	871 °F	866 °F	Alarm OPCO WFCO		
MAXIMUM BAGHOUSE INLET TEMPERATURE (hra)	390 °F	398 °F	400 °F	Alarm OPCO WFCO		
MINIMUM VENTURI PRESSURE DROP (hra)	2.5" w.c.	2.3" w.c.	2.0" w.c.	Alarm OPCO WFCO		
SCRUBBER TANK LIQUID LEVEL (hra) (% OF TANK HEIGHT)	45%	42%	40%	Alarm OPCO WFCO		
MINIMUM SCRUBBER RECIRCULATION RATE (hra) PUMP: A B	180 gpm	177 gpm	175 gpm	Alarm OPCO WFCO		
MINIMUM LIME FEED RATE (lb/hr) (hra) (both WFCO keys in)	220	210	200	Alarm OPCO WFCO		
MINIMUM LIME CARRIER FLOW RATE (cfm) Feeder # _____	200	175	150	Alarm OPCO WFCO		

NORLITE CORPORATION
CLEAN AIR ACT
MACT WFCO/OPCO PARAMETERS
SPAN LIMITS
OM 3-04B

Norlite, LLC
Cohoes, New YorkKiln # _____
Date: _____

Test Start: _____

Test End: _____

PARAMETER	SPAN LIMITS	OPCO	WFCO	STATUS	NORLITE SIGN OFF / DATE	NYS DEC SIGN OFF / DATE
INSIDE						
TOTAL WASTE (LGF) FEED RATE	0-20 gpm	19 gpm	20 gpm	OPCO WFCO		
SHALE FEED RATE	0-40 tph	35 tph	40 tph	OPCO WFCO		
FLUE GAS FLOW RATE (ID FAN CURRENT)	0-500 amps	475 amps	500 amps	OPCO WFCO		
SCRUBBER BLOWDOWN RATE	KILN 1 0-50 gpm	45 gpm	50 gpm	OPCO		
	KILN 2 0-67 gpm	52 gpm	67 gpm	WFCO		
SCRUBBER LIQUID pH METER: A B	3.5 - 10.5	10.0	10.5	OPCO WFCO		
KILN PRESSURE ("w.c.)	-2.0 to +1.0	-1.8, +0.8	-2.0, +1.0	OPCO WFCO		
OUTSIDE						
MINIMUM KILN BACK-END TEMPERATURE	0-1400 °F	1300 °F	1400 °F	OPCO WFCO		
BAGHOUSE INLET TEMPERATURE	0-700 °F	600 °F	700 °F	OPCO WFCO		
VENTURI PRESSURE DROP	3.5" -10" w.c.	9.8" w.c.	10.0" w.c.	OPCO WFCO		
SCRUBBER TANK LIQUID LEVEL (% OF TANK HEIGHT)	0-100%	95%	100%	OPCO WFCO		
SCRUBBER RECIRCULATION RATE PUMP: A B	0-250 gpm	245 gpm	250 gpm	OPCO WFCO		
LIME FEED RATE (lb/hr) Feeder # _____	0-500	450	500	OPCO WFCO		
LIME CARRIER FLOW RATE (cfm)	0-300	280	300	OPCO WFCO		

MOTOR LIST (POLE BARN)

3/5/03

QTY	HP	FRAME	HAZ. LOCATION	RPM	VOLTAGE	PHASE
1	400	587T		1200	480	3
1	200	449T		1200	480	3
1	150	445T		1800	480	3
2	100	405T		1800	480	3
1	60	364T		1800	480	3
1	50	365T		1200	480	3
2	40	324T		1800	480	3
1	40	324TCE	HAZ. LOCATION	1800	480	3
1	40	324TS		3600	480	3
1	30	286TS		3600	480	3
1	30	286T		1800	480	3
1	25	284TS		3600	480	3
1	25	284T		1800	480	3
1	25	284T	HAZ. LOCATION	1800	480	3
1	15	254T		1800	480	3
1	15	254T		3600	480	3
1	15	215T		3600	480	3
1	10	215T		3600	480	3
1	10	215T		1800	480	3
1	10	256T		1200	480	3
1	5/2.2	254T		1800/1200	480	3
1	25 KVA	TRANS.	OUTDOOR	480V PRI.	120/240 SEC	1
1	150 KVA	TRANS.	INDOOR	480V PRI.	120/208 SEC	3
1	100	DRIVE				

A more up-to-date list is available from the I E department.

MOTOR LIST (TRAILER)

6/10/03

QTY	HP	FRAME	RPM	VOLTAGE	PHASE
1	7.5	213T	3600	480	3
1	5	184T	3600	480	3
1	5	184TC	3600	480	3
1	5	184T	1800	480	3
0	2	145T	1800	480	3
2	2	145TC	1800	480	3
1	1.5	182T	1200	480	3
1	3/4	56C	1800	90VDC	
1	3/4	56C	1200	480	3
1	3/4	56C	1800	480	3
2	1/2	56C	1800	480	3
1	1/2	56	1800	480	3
1	1/2	56C	1800	90VDC	
2	1/4		53	90VDC	
1	1/6		1800	115	1
2	0.08	42CZ	2900-3400	115/230	1
2	1/2	B56	1800	480	3
2	1/6	446	1050	230	1
1	1/6		1700	115	1
1	20	DRIVE			
1	30	DRIVE			

(used)

INSTRUMENTATION SPARES

MANUFACTURER	SIZE	TYPE	QUANTITY	RANGE
Fischer Porter	4"	Flow	3	
Fischer Porter	1 1/2"	Flow	3	
Fischer Porter	1"	Flow	3	
Rosemount		Pressure	2	0 - 10" H ₂ O
Rosemount		Pressure	2	0 - 15" H ₂ O
Rosemount		Pressure	2	0 - 200 psi
Rosemount		Pressure	1	0 - 60" H ₂ O
Rosemount		Pressure	1	0 - 6" H ₂ O
Rosemount		Pressure	1	0 - 110" psi
Rosemount		Pressure	1	(-)2.0 - 1.0" H ₂ O
Rosemount		Pressure	2	0 - 20 psi
Rosemount		Temperature	5	0 - 100°C
Worcester		Valve Actuator	2	Series 75
Worcester		Valve Actuator	2	Series 75
Sensorex		Ph probe	10	S660CD
Dwyer		Photohelic	3	
CEM Equipment		Regulator	4	
CEM Equipment		Stone Filter/Gaskets	10	
CEM Equipment		Paper Filters	10	
CEM Equipment		Vacuum Pump	3	
CEM Equipment		Perma Pure Filter	2	
BHA CPM 750		Bag Leak Detector	1	0-100%



NORLITE CORPORATON

Policy Number: OM 4-01

Effective Date: 9/03

CONTINUOUS MONITORING SYSTEM

I. PURPOSE

Provide a procedure to ensure the correct operation of the Continuous Monitoring System (CMS).

II. SCOPE

CMS

III. RESPONSIBILITIES

Instrumentation and Electrical Personnel (I & E)

IV. PROCEDURES

The CMS runs continuous for 24 hours a day, seven days a week and 365 days a year. Therefore, the main function is to keep the CMS calibrated and provide routine maintenance of the system. The following describes how the CMS is maintained on a daily basis.

1. Daily calibrations for the Continuous Emissions Monitoring (CEM) system are done on Kiln 1 (Train A and Train B) and Kiln 2 (Train A and Train B) to ensure correct reporting of data. See OM 4-01A for a copy of the CEM Daily QA/QC log sheet. The system is inspected each day to ensure correct data reporting, if maintenance of the system is required, it will be performed at that time.
2. Calibrations and maintenance are performed on non-CEM CMS as described in OM 3-06. The frequency these instruments are calibrated is located in OM 3-04A. The forms used to record the calibrations are OM 4-02A thru OM 4-02O.
3. Besides the Instrumentation and Electrical (I&E) department performing calibrations, the kiln control room operator is continually monitoring all instrument outputs. If a discrepancy is noticed with the instruments, I&E is called upon to check the instrument reading.
4. Should a problem develop within the workstation, PLC or DAS; contact I&E to look into the situation.

The only exception when the CMS system is shutdown is when a programming change to the PCL and DAS is needed. This would only occur when the kiln is not operating on hazardous fuels.

Norlite Corporation

Laboratory Fuel Blending & Certification Guidelines

SOP#04-042
Revision #1

Date Prepared: 09/08/03

Prepare by: Prince Knight

Approved by: [Signature]

Document Letter: A

1.0 Scope

The following procedures will provide guidelines for the tracking, blending and certification of Low Grade Fuel received into Norlite. Due to the presence of many variables, the following SOP will only act as a guideline and operational managers should be consulted for final decisions and certification.

2.0 References

Norlite Corporation's Hazardous Waste Management Permit under Article 27, Title 9; 6NYCRR 373.
Norlite Analytical Laboratory's Quality Manual
NYS DOH ELAP Manual
NELAC Manual Chapter 5.0 "Quality System"
Various Computer Program Manuals; See specific sections for any detailed references.

3.0 Safety

There are no special safety requirements required for this SOP.

4.0 Process / Required Materials / Software Programs

- Corel Quattro Pro
- Microsoft Excel
- Borland Q&A Report Writer (Database)
- BackupExec Tape Drive system
- Fuel Farm Blending and Tank Transfer sheet
- Norlite Laboratory analytical results (or other NYS DOH ELAP certified results)

5.0 Processes

5.1 LGF Tracking and Updating

1. Identify the LGF shipment to be tracked. Locate the certified analytical results and the Fuel Farm Tracking sheet with the entry that contains the off loading or transfer information.
2. Open the Corel Quattro Pro spreadsheet program to the file which contains the analytical information of the receiving tank.
3. Any existing material in the tank must be accounted for by using the "current" chemistry as the new starting chemistry of the tank with the associated gallons that were in the tank before the LGF material was off-loaded / transferred. This will ensure not only accurate tank analytical, but will also provide tracking and contact information for all future materials added to the tank.
4. Add a new column of chemistry by adding the analytical information associated with the LGF material obtained from the certified analytical results. Determine the volume, in gallons, of the material added to the tank using one of the following methods:
 - Certified weight ticket converted to gallons using the material's specific gravity.
 - Fuel Farm PLC gauge readings of the receiving tank
 - Manifested information provided by the generator.
 - Any combination of the previous three if there is an error or malfunction that affects the volume calculation.
5. The tank spreadsheet will automatically calculate the final chemistry by computing the mass weighted average of each LGF entry and the starting chemistry of the tank. The final resulting chemistry will be displayed in the furthest right hand column labeled "Finish".
6. The Data Checking System (DCS) value at the bottom of each column entry must be compared to the DCS value located on the analytical results sheet. The DCS value should match to ensure no data entry errors have occurred. The DCS values of the Finish column and overall DCS value should also be compared to ensure no computational errors have occurred.
7. A new tank status sheet can be updated at this time by opening a daily tank status sheet which directly references the data cells of each individual tank. The program automatically updates the analytical information for each tank and only the tank levels require manual input based on the Fuel Farm transfer sheet documented gauge readings.

5.2 LGF Blending

1. Using a current tank status sheet, qualified laboratory or fuel farm personnel can forecast blends using the Corel Quattro Pro Program. By adjusting the levels of each tank accordingly, a theoretical blend can be projected by using the same mass weighted average calculation as the individual tank updates.
2. Forecasted blends should be based on facility operational issues such as metals and chlorine dilution, BTU heat value optimization, special handling waste streams and tank volumes.
3. A theoretical blend should be tested by inserting the projected analytical chemistry into a test Waste Analysis Plan (WAP) 2 sheet. (See LGF Certification 5.3) The DCS values listed on the theoretical blend should match the DCS on the WAP-2 sheet to verify no data entry errors have occurred. If the projected blend is "certifiable" using maximum LGF (10.1 gal/min) and the maximum heat value (62,000,000 BTU/hr) The blend may be given to the fuel farm. If the blend cannot be maximized in this way, either adjust the tank levels to ensure a certified blend, or obtain management direction to proceed with a "restricted" blend.
4. Provide the final theoretical blend to the fuel farm representative. Maintain a copy of the blend at the laboratory for further comparisons. When the fuel farm operators have finished the blend, obtain a copy of the Fuel Farm Transfer Sheet and locate the blend information.

5.3 LGF Certification

1. Update the receiving tank as indicated in section 5.1 of this SOP. Verify that the final DCS value compares to the DCS value located on the theoretical blend sheet. This not only ensures no data entry errors have occurred, but also that the blend was completed as intended.
2. Review the final tank chemistry and compare to permitted values located on the right hand side of the spread sheet. If any value falls outside of permit compliance, seek management input for re-blending or certification options. If there are no issues, assign the tank a WAP-2 sequential file number and update the tank sheet accordingly. Record the file number in the WAP-2 log book. Print both this file raw data sheet and the associated Kiln Oil tank sheet for permanent documentation.
3. Issue an official WAP-2 sheet for each Kiln by updating the information in the Borland Q&A Database program. Maximize the BTU/hr value by incrementally adjusting the Kiln Oil gal/min value and recalculating the WAP-2 sheet. Once the WAP-2 sheet is finalized, print a copy for each kiln and keep together with the raw data sheets.
4. Two, qualified laboratory personnel must review the WAP-2 sheet and compare at minimum, the following; File#, Tank identification, certified volume, DCS comparison, LGF rate, Kiln Oil rate, BTU/hr, Date released, tank contents and BTU/pound and specific gravity of the LGF. If all values check with the raw data sheets which have been checked versus the projected blend, the laboratory personnel may sign the WAP-2 sheet as certified and deliver to the Kiln operators for operational instructions.

6.0 Record Keeping

1. All original WAP-2 sheets must be returned from the kiln for monthly facility reporting and final storage in Norlite's Document Control System.
2. All computer data relating to tank spreadsheets and tank status sheets are organized and backed up on a daily basis. This is completed by running a back up macro in Quattro Pro and saving the file as the date. Furthermore, all sheets and Q&A database files are backed up daily and weekly using a tape drive back up system. Electronic storage media are stored in a locked, fireproof safe.
3. Fuel farm off-loading and transfer sheets are maintained as part of a daily packet which includes tank status sheets, projected blends and any other operational documentation needed to recreate the LGF activities of that day.
4. Original analytical data packets, generated by the laboratory are kept on file as computer database files and hard copy records. The data packets will contain the minimum information to reference all raw data results.